

THE
Young Secretary's Guide:
OR, A
Speedy Help to Learning.

In Two PARTS.

I. Containing the True Method of *Writing Letters* upon any Subject; whether concerning *Business*, or otherwise: Fitted to all Capacities, in the most *smooth and obliging Style*, with about 200 *Examples* never before Published. As also *Instructions* how properly to *Intitlz*, *Subscribe*, or *Direct* a *Letter* to any Person of what Quality soever. With full *Directions* for *True Pointing*.

II. Containing an exact Collection of *Acquittances*, *Bills*, *Bonds*, *Wills*, *Indentures*, *Deeds of Gifts*, *Letters of Attorney*, *Assignments*, *Releases*, *Warrants of Attorney*, *Bills of Sale*, *Caunter-Securities*: With *Notes of Directions*, relating to what is most Difficult to be Understood in the most Legal Sense, Form, and Manner.

To which is Added,

The True Method every *Honest Dealer* should take (according to *Law*) to get in what is owing to him, either by *shuffling Tradesmen* in the City, or *dishonest Corrospondents* in the Country. With *Methods* for *Compounding of Debts*; and what ought to be *observed* therein, &c.

By J. HILL. *K*

The Six and Twentieth Edition, with *Additions*.

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See the Back of the Cut Page.



EPISTLE TO THE READER.

Kind READER,

HAVING well weighed and considered, That a Book of this Nature might not only further the Younger Sort of either Sex in many Things necessary to be known by them; but indifferently administer something worthy of Notice and Regard to those of Elder Years; I verily concluded it worth my Labour, to enter upon a Treatise that might prove a General Good, and have used such Diligence to accomplish it, that I hope it will answer the End for which it was Written, and prove, in some Kind, Serviceable, even to the Learned, who may without any Prejudice to their Knowledge and Understanding of higher Matters, gather from the sundry Choice Flowers scattered in this Garden of profitable Recreation, some Honey of Improvement, to add to their larger Store. However, I dare presage, It will stand those

TO the READER.

in much Stead who want those large Endowments, when in so many Cases relating to Business and Important Affairs, they may find Forms and Precedents ready drawn up to their Hands, and save themselves the Charge, if not (as in Country Towns and Villages it often happens) the tedious, fruitless Search of a Secretary or Scrivener, that is not thorow-pac'd, as some term it, or well vers'd in these Matters: For, give me Leave to be confident, without the Imputation of Boasting, That few are to be found Abroad, especially in Times of Emergency, that are so accomplish'd, but that, sometimes, thro' over-hastiness in Dispatch, they are apt to mistake in Manner, Form, and Substance, especially in what relates to the SECOND PART of this BOOK: Nor is it at all Times so convenient to make so great a Discovery of Affairs, that may by this Means be kept more private.

But no longer to detain you with a PREFACE, I submit what I have written to the Censure of the Judicious, and am,

READER,

Your very humble Servant,

To oblige you in what I may,

J. HILL.

To my most Worthy Friend, J. HILL, upon
the Perusal of his BOOK, Intituled,
The YOUNG SECRETARY'S GUIDE.

S I R,

HAVING view'd your BOOK, I plainly find
You've labour'd much to benent Mankind,
In laying down so many *Precedents*
Of various Use, and different Contents ;
Such as th' *Unlearned* highly ought to prize ;
Such as the *Learned* ought not to despise ;
For from't, to either, may Advantage rise. }
Here, he who knows not how to move his *Quill*
In pleasing Strains, may chuse out what he will :
Fitted to all *Affairs*, he here may see
What Thought can form, or he could wish to be.
The *Scholar* may learn curiously to *indite* ; }
The *Tradesman* to his *Correspondent* write ; }
And the plain *Countryman* his Sense recite. }
To all Degrees you have your *Stytle* address'd,
As if the Words of all you had exprest,
As they themselves had form'd 'em in their Breast. }
The mighty Hinge of Business you have mov'd,
In such a Manner as must be approv'd ;
You'll be encourag'd, tho' pale Envy load
The rising Palma with black Ingratitude.
Though, Those for whom it mainly was design'd,
Cavil at Faults perhaps they cannot find :
Or they to whom it may give some Offence, }
In 'light'ning those they'd keep in Ignorance, }
Should tax it with Deficiency of Sense, }
Nay, should *Detractors* their worst Spleen engage,
Ridicule it ; or all their Stock of Rage
To blast it in its Infancy, let loose,
They cannot dama a BOOK of so much Use.
No, it shall live to After-times, and see
Many good Days ; Take that, Dear Friend, from me.

T. D.

T A B L E.

P A R T I.

U SEFUL Instructions, necessary to be observed by such as undertake to write Letters, &c.	4
Choice Letters on sundry Occasions	28
Letter of Intreaty from a Son to a Father	29
Another of Intreaty from a Daughter, &c.	ibid
Letter of Intreaty to continue Abroad	30
— of Thanks for a Kindness received	31
Another Letter of Thanks	ibid
Letter returning Thanks to a Mother	32
— of Thanks returned for Advancement	ibid
— of Thanks for a proffer'd Kindness	33
— of Thanks in Answer to a Letter Congratulatory	ibid
— of Thanks to a Parent for good Education	34
— of Advice to a Friend	ibid
Another on the same Subject	35
Letter of Advice relating to Law Business	ibid
— of Request or Recommendation to entertain a Friend	36
Answer thereto	ibid
Letter of Thanks from a Scholar to his Master	37
— of Acknowledgment to a Person of Note, for a Benefit received	ibid
Letter of Congratulation	38
Answer thereto	39
Letter of Congratulation from a Son to a Father, upon his Recovery from Sickness	40
Letter	

The TABLE.

Letter from a young Gentlewoman at School to her Mother ; or, a Letter of Intreaty	40
The Mother's Answer	41
Letter from an Apprentice to his Father	42
—— to ask Pardon for a Fault, &c.	ibid
The Answer	43
Letter of Consolation to a Friend, &c.	ibid
—— of Consolation to a Mother upon the Loss of her Son	44
—— to a Gentleman upon the Death of his Wife	45
—— from one Friend to another, to claim a Promise	46
—— from a Wife to her absent Husband	46
—— of Advice from a Wife	47
—— of Advice from a Factor to a Merchant, or Correspondent	ibid
Letter from an Apprentice to his absent Master	48
—— of Thanks	ibid
The Answer	ibid
Letter of Complaint	49
The Answer	ibid
Letter to a Friend with a Present	50
—— of Consolation to a sick Person, &c.	ibid
—— of Consolation to a Sister upon the Loss of a Brother	51
The Answer	ibid
Letter of proffer'd Kindness	52
—— from a Father to a Son, commanding him to keep at School and improve his Learning, &c.	ibid
The Answer of Excuse	53
Letter of Counsel to a Friend in a doubtful Matter	ibid
The Answer	54
Letter complaining of Neglect	ibid
The Answer	55
Letter of Reproof from an Uncle to a Nephew	ibid
The Answer of Excuse	56
Letter Consolatory, to a Gentlewoman, upon the Death of her Husband	ibid

The TABLE.

Letter to a young Man upon the Death of his old Wife	58
— to a Wife upon the Death of a bad Husband	59
— of Congratulation to a Person upon Marriage	ib.
— of Advice from a young Gentlewoman, or Maid-Servant, to acquaint her Friends in the Country with her Marriage	60
Letter from a young Man to his Mother upon the like Occasion	61
Letter from one Scholar to another, complaining of too long Absence	ibid
The Answer of Excuse for Delay, &c.	62
The Master's Commendatory Letter to a Father, on the Behalf of his Scholar	63
Letter from a young Gentlewoman to her Parents, to enquire of their Welfare	ibid
Letter from a Son to his Father, to acknowledge his Fault, and beg Pardon for offending, &c.	64
The Father's Answer	ibid
Letter from a Youth to his Sister, &c.	65
The Answer	ibid
A Daughter's Return of Thanks for her good Education, in a Letter, &c.	66
Letter from a Youth by Way of Essay, to a Person of Honour, from whom he received some Benefits, &c.	ib.
Letter from a Youth to his Grandfather	67
— from a young Scholar to his Father	68
— from a Youth to his Father, who is desirous to be bound Apprentice	ibid
Letter from one Friend to another, to persuade him to give his Children good Education	69
Letter of Advice from a Father to a Son	70
The Son's Answer	ibid
Letter from a Scholar, inviting his Cousin to betake himself to Learning	71
The Answer	ibid
Letter of Friendship from one Brother to another, to desire his Return	72

The TABLE.

<i>The Answer of Excuse</i>	72
<i>Letter from a Serving-Man to his Master</i>	73
— of Congratulation from a Youth to his Sister upon her Marriage	ibid
<i>The Answer</i>	74
<i>Letter from one young Man to another, to request a Kindness</i>	75
<i>The Answer</i>	ibid
<i>Letter from one Scholar to another, upon the Death of a Father</i>	ibid
<i>A Servant-Maid's Letter to her Friends</i>	76
<i>Letter from a Nephew to an Uncle, to excuse Absence</i>	77
— from a young Gentlewoman to her Cousin, intreating her Company	ibid
<i>Letter from a Husband to his Wife and Children</i>	ibid
<i>The Wife's Answer</i>	78
<i>Letter from an Apprentice, in Excuse of himself, to his Master</i>	79
<i>Letter in Recommendation of a Friend</i>	ibid
— of Excuse to a Landlord from his Tenant	80
— from one Friend to another, to reprove him for a Slander	ibid
<i>The Answer</i>	81
<i>Letter of Counsel from an Aunt to her Niece</i>	82
— from a Husband at Sea, to his Wife	ibid
— of Consolation to a Wife, who supposes her Husband, by reason of long Absence, to be dead	83
<i>Letter from one Sister to another, to enquire of her Health, &c.</i>	84
<i>The Answer</i>	ibid
<i>Letter to a Father, complaining of his Son</i>	85
<i>The Answer</i>	ibid
<i>Letter from one Gentlewoman to another, recommending a Servant Maid to her</i>	86
<i>The Answer</i>	ibid
<i>Letter requiring Payment, which may stand good as a Receipt</i>	ibid
<i>Letter to require a Guardianship</i>	87
A 6	Letter

The TABLE.

<i>Letter from a Son at School to his Mother</i>	87
— of Trade and Commerce	88
— of Acknowledgment	ibid
— of assured Friendship	ibid
— of Consolation to one in Prison	89
— to congratulate a Party upon his overcoming a Danger, or being freed from Trouble	90
<i>Letter from a Wife to a Husband, accusing him of Delay</i>	ibid
<i>The Answer</i>	92
<i>Letter of Compliment from one Gentlewoman to another in excusing a Visit</i>	ibid
<i>The Answer</i>	92
<i>Letter of Instruction to a young Gentlewoman</i>	ibid
— to reclaim youthful Extravagancies in a Son	93
<i>Letter of Thanks for an Advancement</i>	ibid
<i>The Answer</i>	94
<i>Letter to congratulate a Person upon his Return out of Foreign Parts</i>	ibid
<i>Letter to congratulate one recover'd from Sickness, &c.</i>	95
— of Intreaty to ask a Favour, &c.	ibid
— of Thanks for a Present received	95
<i>Styles and Titles of Honour for Superscriptions, and Subscriptions of Letters, External and Internal</i>	97
<i>Subscriptions, &c. as also Instructions for Pointing</i>	101

PART II.

U SEFUL and advantageous Instructions for the making all such Legal Writings as are commonly in Use, &c.	105
<i>Acquittance for Money paid in part of a Bond</i>	106
<i>Receipt or Acquittance to be given by an Apprentice, Clerk, or menial Servant, on Behalf of his Master, &c.</i>	ibid
<i>Acquittance for Monies in the Way of Trade, or Lent, without any Obligation</i>	107

The TABLE.

<i>Acquittance in full for Rent</i>	107
<i>Another Acquittance for Rent</i>	108
<i>A plain, short and ordinary Acquittance, which may serve on any Occasion</i>	ibid
<i>Acquittance proper to be given by a Brewer's Clerk, &c.</i>	ibid
<i>Acquittance in full on the like Account</i>	109
<i>The Form of a General Release</i>	ibid
<i>The Form of a Release wherein more than one is included</i>	111
<i>Exact Copy of a Letter of License, usually granting and allowing Time of Safe Conduct to a Debtor incapable of making present Payment</i>	112
<i>Form of a Letter of Attorney, to empower one to receive, or sue for Debt, and may serve in general, with some little Variation, &c.</i>	114
<i>How to revoke a Letter of Attorney</i>	115
<i>Form of an Indenture for an Apprentice, serving for either Sex</i>	116
<i>Form of a Will, &c</i>	117
<i>Rules worthy of Observation, in Matters relating to Wills and Testaments</i>	119
<i>Form of a Deed of Gift</i>	120
<i>Things to be considered relating thereto</i>	121
<i>A short English Bill for Money</i>	122
<i>———— with a Penalty</i>	123
<i>A single Bill for Money without a Penalty</i>	ibid
<i>Form of an Inland Bill of Exchange</i>	124
<i>———— of a Bond for Money</i>	ibid
<i>Condition of the Obligation</i>	125
<i>A single Bill for Money without the Penalty</i>	126
<i>Form of a Penal Bill Single</i>	ibid
<i>The Nature and true Meaning of Bills, Bonds, &c.</i>	127
<i>The true Form of Bonds, Bills, Counter-Bonds, Indentures, Letters of Attorney, and License, Deed of Gift, Will, &c.</i>	128
<i>An Obligation from One to One</i>	ibid

The TABLE.

<i>The Condition of a Counter Bond one to another, &c.</i>	128
<i>An Obligation of an Award with an Umpire</i>	129
<i>Form of a Bill of Sale</i>	130
<i>— of a Bill of Sale of Goods, with Design of Redemption</i>	131
<i>Short Release from one Party to another, in General</i>	132
<i>General Release</i>	133
<i>Discharge to be given upon the Receipt of a Legacy</i>	134
<i>Release to be given by a Ward to his Guardian when he comes of Age, &c.</i>	135
<i>Letter of Attorney from a Husband to a Wife, when going a Voyage, &c.</i>	136
<i>Warrant of Attorney, to confess a Judgment in the Court of Common-Pleas, or Common-Bench</i>	138
<i>Condition to perform Covenants in Articles, &c.</i>	ibid
<i>The true Method for every Honest Dealer to get in what is owing him from shuffling Tradesmen in the City, or dishonest Correspondents in the Country</i>	139
<i>Methods for Compounding Debts, &c.</i>	141
<i>Of Bills of Exchange and their Forms, English, Dutch, Spanish, Italian and French, &c.</i>	142
<i>— of an Outlandish Bill of Exchange in English</i>	143
<i>Form of a Bill of Exchange in Dutch, &c.</i>	ibid
<i>A Bill of Exchange in Spanish</i>	144
<i>— — — — — in Italian</i>	ibid
<i>Assignment on the Backside</i>	145
<i>Form of a Bill of Exchange in French</i>	ibid
<i>Several very Necessary and Useful Observations to have Regard to, in the prudent Management of Bills of Exchange, with special Cautions: The Form of a Protest: With the Distinction of Old and New Style, &c.</i>	146
<i>Form of a Protest for Non-payment of a Bill of Exchange, &c.</i>	153
<i>Letters of Credit, their Force and Validity, &c.</i>	154
<i>Form of a Special Letter of Credit</i>	155
<i>Things Necessary for all Persons to Know</i>	156



T H E

Introduction :

B E I N G

*Exceeding Useful DIRECTIONS for
the better Understanding the CONTENTS
of this BOOK.*

C H A P. I.



E plainly find, That the ART of *WRITING* in all Ages, has prov'd a more than common Benefit to Man, by giving him an Insight into Things (perhaps of the greatest Concernment imaginable) which would otherwise, undoubtedly have escaped his Knowledge: For consequently without it, not only the Civil, but Sacred Transactions of former Times must have been in Oblivion. As this ART, I say, has been advantageously so many Ways, beyond the Expression even of Man himself, in whom it has all along rais'd such *Wonder* and *Admiration*, so more immediately does it shew its *Servicableness*.

viceableness in the Negotiating and Managing important Affairs throughout the Habitable World, especially in all civiliz'd Nations, where *Traffick, Trade, or Commerce*, relating to the *Profit, Pleasure, or Well-being* of Human Society take Place, or where the Necessity of conversing with one another, though at the greatest Distance imaginable, is requisite and commendable And, since this is to be done to the general Satisfaction of *Empires, Kingdoms, States and Provinces*, by **LETTERS**, whose Influence effectually create the same Effects, and right Understanding, as if the *Sender or Writer* were present; and are agreed upon by all Hands to be the Maintainers of *Love, Amity, Correspondence*, and what else in the like Nature is to be imagin'd or fram'd within the Compass of a Reasonable Capacity; I have thought it highly necessary, not only to give *Instructions* to those who are not fully qualify'd in this Kind, bow readily to understand the sundry Measures taken in inditing **LETTERS**, according to the Terms properly given them by the *Learned*, but likewise a Prospect of above an Hundred Useful **LETTERS**, written on sundry and various Occasions, adapted to the *Affairs, Capacities*, and whatsoever of that Kind relates to either Sex, smooth and easy to be understood; yet in a *Style and Dialect* most new and modish, in a most accomplish'd Manner, with the most accurate *Spelling and elegant Phrases, Distances, Familiarities, Condescensions or Humiliations*, according as the *Letters* refer to *Superiors, Equals, or Inferiors*, with *Titles Superlative and Sublative*, relating to the same End and Purpose; even all which Fancy, or Imagination could form, that may add Lustre to Things of this Nature.

But to come nearer to my Purpose;

In the first Place, Those who would arrive at the ready Perfection of *Inditing Letters*, must especially have Regard to the *Matter and Form*: As for the former of these, it is that which occasions your Writing, being usually call'd the *Substance of the Letters*, and re-

fers

fers to *Business, Compliments*, and the like, and is therefore variable: Nor is the *Form* any other than the well couching and due placing your *Sentences, Phrases, or Words*, that they may fall into a Method suitable to the Capacity of the Party you write to, or the Business that occasions your Writing: For, if you write to the *Learned*, you must raise your Style, yet by all Means avoid *Affectation in Words*, or *Extravagancy in Rhetorical Expressions*, which sometimes being duly weighed, prove either *Nonsense* in themselves, or *incoherent* with the rest of your *Epistle*: But if you write to the *Unlearned*, or those of mean Capacities, then must your Style be plain and easy to be understood, lest your Meaning not being well known, you fail in your *Expectations*: Ever considering, that *fair Writing*, without *Blots* or *unseemly Dashes* is best acceptable, as giving an *Invitation* to the *Eye*, and *Delight* to the *Mind* of the *Reader*: Nor must your *Points*, of which I shall speak hereafter, be omitted.

In the second Place, It is to be considered, That **LETTERS**, if we take them in Reference to what they may contain, are as to their *Matter*, as I have hinted, so various and so many, that I shall refer you for plainer *Demonstrations* to the following Chapter, and so put a Period to this *Introduction*, which was chiefly inserted to give an *Insight* into what I offer more material; as the *Sequel* will apparently manifest.





C H A P. II.

Useful INSTRUCTIONS altogether Necessary to be observed by those who undertake to Pen or Indite LETTERS after the best and exactest Manner and Method, grounded upon a large Treatise of Letters of Recommendation, Letters of Command, Letters of Exhortation, Letters of Congratulation, Letters of Remonstrance, Letters of Intreaty, Letters of Counsel, Letters of Complaint, Letters of Reproof, Letters of Excuse, Letters of Congratulation and Consolation, Letters of Thanks and Visit, Letters of Assistance, Letters of Merriment, Mixed Letters and Answers, &c. With many other Things of the like Nature.

AS I said before, LETTERS, by Reason of their different *Ends and Designs*, not being altogether to be reduced to one common or constant Standard, I shall in the best wise endeavour to satisfy the Reader how, and in what Manner they vary, and chiefly under these *Heads or Denominations*.

I. *Letters of Business*, are Numerous, as being the *Trustees* of all the Trading Part of Mankind, and the silent Messengers of their Affairs; nor are they less useful in *Matters of State*, as having Reference to *War and Peace*; with many other Things of high Concern and Moment.

II.

Rules to be observ'd in writing Letters. 19

II. Subsequent to these, I may place those which we call, *Letters of Advice*, which we commonly understand by such as are sent to *Friends* and *Correspondents*, to give them Notice of their own Affairs, or of the Affairs of others, wherein they are concern'd, or of which we think they are desirous to be inform'd. Of which Sort also are those of an indulgent *Parent* to his *Children*, as to the good Government of their Lives, and well managing of their Affairs, &c. And, indeed, these kind of *Letters* want but little Flourishes or Preambles to set them off; for the Matter contained therein, ought to be no more than the plain Sense of the Fact, and are often sent by one Friend to another, without being required, in Case of any *Casualty* or *Mischance* by *Water*, *Sickness*, *Fire*, or the like, when the Party is absent from his Dwelling, or Estate; and are indeed much used among *Merchants*, to give their *Factors* or *Correspondents* in other Countries, an Account of the *Prices of Goods*, *Customs* and *Exchanges*, that thereby they may regulate their Affairs accordingly.

III. *Letters of Recommendation*, or *Letters of Recommendation*, are those that one Friend sends to another, to prefer any *Person* or *Business*; and therein he intimates the *Honesty* or *Ability* of the *Person*, and the *Employments* he is capable of *Undertaking*, and the *Reason* why he recommends him, acknowledging what is done to the Party as done to himself. And thus *Princes* do to their *Ambassadors* or *Ministers of State*, when they give them *Letters Credential*, or of *Recommendation*. But if a *Business* be recommended to the Care of a Friend, then there needs no Mention to be made of the Messenger that brings the *Letter*. And so in other Cases.

IV. A *Letter Mandatory*, or *Commanding*, is chiefly from a *Prince* to a *Subject*, a *Master* to a *Servant*, or a *Father* to his *Children*, and therein must be expressed the

20 Rules to be observ'd in writing Letters.

the *Command* that is *injoined*, and to which *Obedience* is required without any *Complimental Prologue*. And this may be done frequently (especially if the *Case* require it not) without any *Reason* why those *Commands* are laid; because it is presumed the *Party* to whom the *Letter* is sent, is obliged to keep those *Commands*, and ought not to dispute them.

V. A *Letter Exhortatory*, is intended to give good *Advice* or *Exhortation*; tending to *Virtue* or a good *Life*; or to exhort the *Party* to whom it is sent to refrain from lewd *Company*, or any dangerous *Undertaking*, whether relating to evil *Purposes*, *discommodious Bargains*, *rash Attempts in Quarrels*, *War*, or other *Matters* of the like *Nature*. And this may be given by any *Person* who tenders the *Welfare* of the *Party*, whether there be any *Obligation* incumbent on him so to do or not. Or, it may be (if no *Malice* lie under specious *Pretences*) in case a young *Gentlewoman*, or any of the *Female Sex*, be unadvisedly, thro' *Love*, or too much *Credulity*, about to cast herself away, by engaging in an *Unequal* or *Unhappy Marriage*. And in this *Case* too, it must be consider'd as to the *Style*, in *Respect* to *Distance* or *Familiarity*, according to the *Equality* or *Inequality* of the *Person* to whom the *Letter* is directed, &c. As hereafter I shall give *Directions*.

VI. Alike to these, are *Letters* of *Remonstrance*, wherein we endeavour to *show* the *Person* offending, the *Fault* he or she has committed; as also, in what they offended; and in this *Case*, the better to convince the *Offender*, it will be convenient, in mild *Terms*, to lay down, and specify the *Offence* so, that not raising in the *Party*, by a rough *Reprovement*, so much of *Anger*, as may drown or overwhelm his reasonable *Consideration* in daily weighing the *Truth* of just *Reprehension*, he may be brought to confess his *Ingratitude* and *Defect* in *betraying his Trust*, or not performing his *Part*, answerable to the *Rules* of *Honesty*, *Civility*, or *Moral Virtue*, &c.

VII. Now

Rules to be observ'd in writing Letters. 21

VII. Now there are *Letters* somewhat different from those I have mentioned, which are properly *Letters of Intreaty*; and the *Intent* of these is, *To request some more than ordinary Favour from a Friend, Parent, or Superior*, and ought not much to differ, though they may be compiled in a more familiar Style, from a *Petition*, or *Letter Petitionary*, and yet may indeed be directed as well on the Behalf of your *Friend* as *yourself*, in requesting any Thing that is *honest* or *reasonable*, but must be penn'd in *plain* and *obliging Language*; and though in an humble Strain, yet not forgetting to extol the *Bounty, Good Nature, and Commiseration* of the Party to whom you write; and moreover to urge the *Necessity* of your *Request*, and the *Advantage* you or your *Friend* are, in all Probability, like to *gain by it*, if granted, &c.

VIII. *Letters of Counsel*, which indeed are, in Effect, the same with those of *Advice*, are either given by Way of *Advice* to such as desire them, or sent to those that have not required them. As thus, *The First* may be from a *Lawyer* to his *Client*, in Case of important *Matters, Controversies, &c.* or from a *Divine* to any one that is troubled in *Mind*, by Reason of any *Scruple, or Doubt of Conscience, &c.* And so in many the like Cases: And the *Second* may be sent from a *Father* to his *Son* or *Daughter*, to Encourage them in, or Dissuade them from such and such *Undertakings*; and may in the like Case be very suitable from one *Friend* to another. But then it is requisite before you proceed to give your *Advice*, that you make an *Apology* to excuse your *Insufficiency*, for your undertaking to give *Counsel* undesired; yet wishing that what you persuade, being strengthened with *Reasons drawn from Experience and sound Judgment*, may prove successful and advantageous, if allow'd and follow'd; or that, otherwise, you may obtain a *Pardon* for your *Insufficiency* or *Presumption*.

IX. Letters

22 Rules to be observ'd in writing Letters.

IX. *Letters of Complaint*, are usually such as are sent to any that has *offended* us, and yet we are willing to *forgive*, if the Party offending will acknowledge the Offence; as when I come to *Examples* of this *Kind*, I shall plainly demonstrate: Or, they may be sent to a third Person, as to a *Father* to complain of his *Son*; or to a *Master*, to complain of the *Injuries* his *Servant* has done. But in all these, *Modesty* and *Moderation* must be used, by which Means you will sooner mollify the Offender, and gain Satisfaction: But if after this he persists in his *Obstinacy*, then you may justly send a *Letter of Reproof* if not altogether break Friendship with him, seeking by no other means your Satisfaction, if any great Injury or Outrage be done you; but not before you have by all fair Ways requested and demanded Redress from the Party himself, or from those in whose Jurisdiction he is, &c.

X. A *Letter Reprobatory*, or of *Reproof* ought to be directed to one who has carried himself *ungratefully* towards you; notwithstanding your Diligence and Industry to serve and pleasure him as his Occasions required; and in this Case you may with gentle Words first begin your Letter; as, 'Sir, I wonder
' you should so forget yourself, as to sully your Reputation with *Ingratitude*, the very blackest of
' Crimes! Or so as to injure him who makes it his
' Study to deserve better at your Hands Surely,
' If you can but call to Remembrance your *Protestations* of *sacred* and *inviolable Friendship*, and the many
' *Obligations* I have laid upon you, together with the
' *Zel* with which I still strive to convert you to a
' *better Understanding* of yourself, and the Worth of a
' good Man, you will assume your *sading Virtue*, and
' give me Cause by a *publick Acknowledgment* of your
' *Defect* in this Kind, to think it proceedeth rather
' from an *unwilling Oversight*, than from any *voluntary* *Moroseness*, or *Depravity in Affection* towards
' your Friends, &c.

XI. *Letters*

Rules to be observ'd in writing Letters. 23

XI. *Letters Excusatory*, or, of *Excuse*, are such as are sent to excuse a *Fault*, *Defect*, or *Neglect*, or false *Accusation*, and are generally written in Answer to some *Letter* or *Charge*, wherein the Writer must either acknowledge the *Fault*, and confess himself sorrowful, laying the Stress of the Commission of it, either upon his *Imbecility*, *natural Weakness* and *Depravity*, or, on some *Overfight*, &c. Or, denying it must insinuate the *Misunderstanding* that created the *Accusation*, thro' *false Reports*, and the like; and that he hoped well, that *Credit* would not have been so lightly given to malicious and scandalous Persons, whose main Design it is to create Divisions, and separate Friends by undermining their Friendship; but still hopes, when Time shall bring forth her Offspring, *Truth* to light, those *Calumnies* will vanish, and those who gave them Birth, be obliged to confess they proceeded from an *evil Will*, to which *Honesty* and *Truth* are altogether Strangers, &c.

XII. *Letters of Consolation*, are such wherein we express our Joy for the *Welfare* and *happy Success* of our *Friends* and *Relations*, in what *Manner*, *Kind*, or *Station* soever it befalls them, whether in *Access* to an *Estate*, *Improvement* in *Trade*, or *Adventures*, *Happy Marriage*, *Birth* of *Children*, *Recovery* from *Sickness*, *Escape* from any *imminent Danger*, *Advancement* to *Place*, *Office*, or *Dignity*, and the like; and in this Case we must express a more than common Joy at the Prosperity of our Friends; As thus; ' Dear Sir, (or, Sweet Madam, if to a Woman) The welcome News of your ' good Luck, or *Advancement*, had no sooner reach'd my ' Ears, but my Heart was fill'd with Joy, expressing ' the real Satisfaction it conceiv'd thereof, to a Degree that could not be surpassed had my own Lot ' fallen into so fair a Land; for, let me tell you, where ' True Friendship abounds, it so firmly unites the Souls ' of Men in this Band of reciprocal Amity, that what- ' ever the One possesses in *Reality*, the Other no less ' par-

14 Rules to be observ'd in writing Letters.

* participates in *Imagination and real Content*; and the
* Honour due to the *One* redounds to the *Other*, &c.
Having utter'd these, or the like *Expressions*, it will
be highly convenient to speak something in *Commenda-*
tion of what principally occasions your *Writing*,
commenting upon it as it will bear, according to the
Greatness, or *Smallness* of its *Property* and *Perfection*, &c.

XIII. On the other Hand, *Letters of Consolation* or
Comfort, are written to Persons in Distress to raise and
revive their drooping Spirits, with wholesome Coun-
sel and Advice, when any Calamity (as, *grievous Sick-*
ness, *Loss of Friends*, *Estate*, or the like) befalls them.
And then the *Greatness* or *Smallness* of the *Loss* or *Af-*
liction ought to be consider'd, and the Words suited
accordingly; for if the *Loss* be great, we must infi-
nite, That we being touch'd with so great a Calami-
ty, cannot but *participate* with our *Friend* therein, by
condoling his *Misfortune*; and as we shared in his *Joy*,
so we can do no less in his *Sorrow*; that so the mighty
Stream being divided into sundry Channels may flow
moderately: For as *True Friends* ought to participate
in *Joy*, so in *Sorrow* ought they to be equal *Partners*.
But, if the Cause of Grief be not great, you must
by *Arguments* and *Reasons* strive to divert it, by lay-
ing before him or her to whom you write, the il-
Conveniency of that Grief, which by its immoderate
Flowing, gaining Ground, must consequently weaken
Nature, and impair the Health. And further, That
it demonstrates *Weakness of Judgment*, and Want of
Courage, to let the Spirits sink so low. And, in
Conclusion, admonish your Friend to recollect him-
self, putting him in mind of some such Sentence as
this, *viz* * That no *Sorrow* is available but *Sorrow*
* for *Sin*; forasmuch as any other impairs the natu-
* ral Health of the Body, and depresses the Mind.
* But *Sorrow for Sin*, though it impairs the Body, feeds
* the Soul with Hopes of everlasting Life, &c.

XIV. Letters

XIV. *Letters of Thanks* are such as are sent to some Friend for a Kindness receiv'd, which must, after some short short Compliments, be express'd in the most obliging manner, the Expression always suited to the Quality of the Person, and Value of the Favour received; alledging how seasonably it fell out, acknowledging both the Value of the Favour, and the Worth of him that vouchsafed it: Promising, that it shall no sooner be in your Power, but you will, with all Diligence retaliate it, and till then will never suffer the Thoughts of it to slip out of your Mind; which will be a Means farther to endear the Party to your Interest. You may likewise, if you see the Occasion, use these, or such like Expressions, *viz.* Sir, since it hath pleased you, more out of your own Inclination to do Good, than any Thing that my Deserts dare so much as to pretend to, to confer this Favour on me; what shall I say? But that the Obligation you have laid on me is so Great, that Thanks is but a poor Return: Wherefore, in some Measure, to requite your Kindness, my Endeavours must be turned to your Service in all that may possibly render you Pleasure and Profit; and not only You, but all whom your good Nature lifts among the Number of your Friends, that so I may at least imagine I pay you the Interest of your Kindness, tho' I acknowledge myself unable to return you the Principal.

XV. A *Letter of Visit*, commonly so called, is to no other Purpose, than to excuse our Absence, as having been detained through Business, Sickness, Extremity of Weather, cross Winds, or the like; and then to express some Sense of Sorrow, for abating ourselves so long, or not having had the Opportunity of paying a Visit in Person, (that our good Meaning might not be misconstrued) we send a Letter, as a true Messenger of our entire Affections, Desiring at any Rate, to have an Answer; and that

26 Rules to be observ'd in writing Letters.

On our Part we will be no ways forgetful of Writing, till Heaven will favour us with a Season to express our Gratitude by Word of Mouth, which above all Things, we desire to do; so that we may communicate such Things as a Letter, by reason of the many Casualties that may happen, is not worthy to be trusted withal; and that till then, our Recreation seems to us but as dull and drowsie Phantoms, how pleasant soever they may seem to others, and the Wheel of Time seem scarce to move, each Day seeming a Month, and each Month a Year. And so you may go on in other the like Expressions; *Examples* of which I shall hereafter lay down.

XVI. Letters of *Proffer'd Assistance*, are properly sent to such Friends as we are conscious stand in need of our Help, yet are either ashamed to require it, or doubt whether they should be successful if they should; so that to cover or prevent the one of these, and resolve him in the other, you may in your Letter declare how much you find yourself afflicted at his Adversity and Want, yet cannot but inwardly rejoice, that it lies in your Power to relieve and support him; and that, tho' he may have Friends of larger Ability, yet none shall be readier than yourself to expose your Person and Fortune, in the Recovery of his Welfare; and that he shall see you a true Friend, and not like some, who imitating the Swallow in the Summer of Prosperity, sing to his good Fortune, and chant forth their flattering Praise; but when the Winter of Adversity comes, take Wing to seek a warmer Sun. And so you may proceed to instruct him that he would instruct you wherein you may serve him; and then, by your Diligence, and speedy Compliance, he may judge of your Zeal and good Wishes towards him, &c.

XVII. Letters of *Merriment, Jocularity, or Raillery* are divers, and frequently suitable to the Humour of the Party that writes them, or his that is to receive them.

rules to be observ'd in writing Letters. 27

an, and sometimes to both, which gives me no certain Ground for any *set Form*. Yet this by the Way; is very unseemly to send any such to Persons with whom you are not familiar, or of whose good Liking you stand in doubt, lest what you imagine may please them, be taken by them for an Affront, and you, by that Means fall under their Displeasure. You must so, if you would be counted *Virtuous*, avoid Offensiveness, and too much imposing of unseemly or unreasonable Jokes, even upon your Friends, lest thereby you forfeit their Friendship: To prevent which, and the like Inconveniency, I shall in the *Sequel* insert several *Letters*, by which others may be model'd suitable to any Occasion of this Kind.

XVIII. There are *Letters* which are generally call'd *Mixt Letters*, and they are such as contain Things of different Subjects, as many Things at once, depending both upon Love and Business, and are generally suited to the Humour of the Writer. Wherefore, having given the best Directions to enable any Person to *Compile*, or *Indite*, those most *Useful* and *Material*, I doubt not but by observing them, an easy Capacity may be enabled to Begin and End a *Letter* mix'd with any coherent, or incoherent Matter, ever observing to make a Break or Section, at the End and Beginning of the different Subjects, putting them by themselves, as it were in Paragraphs; or if the different Parts require not many Lines, it may be underwritten, by Way of *Postscript*, &c.

XIX. As for *Answers* to *Letters*, they are such as are grounded upon preceding *Letters*, and must be ordinarily wrote in Answer to what is proposed or required therein. If in case of Business, or any urgent Affair, every material Thing requires a punctual Answer; but in case of Love, and Things of little Moment, Answers in General may serve, as will appear at large hereafter.



Choice LETTERS
ON
Sundry OCCASIONS

After the Newest and most Modish Way of Compiling or Inditing, exceeding Pleasant and Profitable; and may serve as Instructions, or Examples for all young Gentlemen and Ladies: And likewise all others, to bring them to the ready Way of Writing LETTERS well, and with Commendation.

HAVING given *Directions* for the better Understanding the *Nature and Matter of Letters* I shall now proceed to the *Letters themselves* and in them observe a true Method, with as much Brevity as they will reasonably bear; and after that speak more plainly of other Matters necessary to be known in this Case; as, The suitable *Super and Subscriptions, Titles of Honour, and Civil Respect* due to Persons of all Qualities, with *Directions for folding and making up of Letters, with many other Things* both pleasant and profitable.

And now, seeing the younger Sort of either Sex for their better Accomplishment in Learning and Civility, must stand in need of ready Instructions to compile and frame Letters that may redound to their Credit, I shall begin this useful Treasury of choice Exam-

Choice Letters on several Occasions.

les, with what may best suit their Capacities and Affairs, and so by Degrees, raise Matter of such moment, as may be of universal Concernment, not to be rejected even by those who pretend to the greatest skill in this Way.

LETTER of Intreaty from a Son to a Father.

Ever Honoured Father,

I Send this Letter, as an humble Suitor on my Behalf (though I must confess, no Merit in me, did not your tender Affections plead my Cause, could ever have deserv'd the least Part of what I have already receiv'd) to intreat you to procure me those necessary Cloaths and Books, of which (being in need) I gave you an Account the last Time I had the Happiness to lay myself at your Feet, and offer you my Tribute of Duty and Thankfulness; which indeed is all the poor Return my tender Heart is as yet capable to make, for the many Favours of Love that you have, from time to time heaped upon me: And, Honoured Sir, If this my Request may move you to fulfil it, I would farther intreat you to let me have them by the first Opportunity of sending, that they may the sooner redound to my Credit, and Advancement in Learning. But, however, submitting to your Discretion in this, and all other Things, I shall rest satisfied, and subscribe myself as in Duty I am bound,

Your most obedient Son, J. S.

Another of Intreaty from a Daughter.

SIR,

MY long Absence from You, and my Dear Mother, has not been a little tedious to me, tho' I have not been wanting to comfort myself as much as the Discretion of my tender Years will allow, with your frequent communication of your Health and Welfare by Way of Letter, or otherwise: For the Continuance of which, I am not forgetful to offer up my

30 *Choice Letters on several Occasions.*

Vows and Prayers to Him, who is only able to continue them; yet being separated from you almost in my Infancy, I cannot but fancy that returning to you again, would raise in me a greater Joy, though indeed where I am I want for nothing that is fitting or seemly, nor am I insensible, that it is for my Good you send me abroad; especially, that by Learning I may, as I grow in Years, grow likewise in Understanding. But, however, Sir, I hope it would not much prejudice me, if you would be pleased to grant me Leave to come Home for a Time, in which Time I should not neglect to make a further Progress in what I am so well initiated. But knowing it my Duty not to dispute your good Pleasure, I shall no further insist upon it, but rather if I have offended beg your Pardon for what I have written, and remain to be disposed on all Accounts, as you in your Wisdom, shall think most convenient,
Your most dutiful Daughter, B. C.

Letter of Intreaty to continue Abroad.

Honoured Sir,

I Have received your Letter, wherein I find you have laid your Commands upon me to return Home; and tho' it is not for me to dispute them, yet with Submission, suffer me humbly to assure you, That I am so sensible of the Advantage I have gained since I have been Abroad, both in Learning and other Qualifications, that I cannot but imagine, were you made sensible, of not only what I have already gained, but what I may further acquire by a longer Continuance, you would rather bear with my Absence, than any ways be desirous to put a Stop to so advantageous a Progress: Wherefore, let me intreat you, Sir, not to be offended, if I crave Leave to stay where I am, only so long as to receive a second Letter from you, in which, whatever your Pleasure shall then be, without any further Delay, my ready Obedience shall speak how much I honour

Choice Letters on several Occasions. 31

good a Father. And so, hoping you will condescend to grant this one Request, I subscribe myself,
Your obedient Son, whilst I am myself, B. E.

LETTER of Thanks for a Kindness received.

Most Bountiful Sir,

HOW can I without Blushes make you so poor a Return as Thanks, for the many and weighty Obligations you have laid upon me? Yet tho' I be wanting in making no acknowledgment of your Kindness, not only you, but all Mankind, might justly tax me with Ingratitude, from the Imputation of which, above all other Crimes, I desire to be most free. I must intreat you therefore, to suffer this my slender Offering to approach you, and in some Measure insinuate itself, into your good Opinion, till such Time as my Abilities may speak louder, what my Desires with Willingness are framing: And so, Sir, with all imaginable Respect, begging to be excused for my no better Performance, I must till a more seasonable Opportunity of Requitall offers itself, lie under the Weight of your Favours, and subscribe myself,

Your most dutiful and obliged Servant, J. F.

A N O T H E R.

S I R,

YOUR Goodness binds me to you, in all Thankfulness and Respect, more firmly than the strongest Chains can: Nor do I render you this Duty for what your liberal Bounty has showered down upon me, seeing that might rather charm me into Silence, as being altogether incapable to make any suitable Returns; but, to let you indeed know I am not forgetful of them; and will rather lose my Life, than suffer the Remembrance of them to pass out of my Mind; for although to lessen the Sorrow I conceive at my not being qualified to serve you, I flatter myself that you was first satisfied in doing what I deserved not; yet I find

32 *Choice Letters on several Occasions.*

the Power of your obliging good Nature, work so forcibly upon my Mind, that I am constrained to beseech you, notwithstanding, to give me Liberty to importune you to lay your Commands upon me, that at least, by the Innocency of my Obedience, you may judge my Zeal to serve you; and I may conceit I do you some Pleasure, when it is not worth perhaps your Notice, as being always ambitious to subscribe myself,

Sir,

Your most humble and faithful Servant, D. D.

LETTER, returning Thanks to a Mother.

Loving Mother,

I Have received the Things you expressed in your Letter, and find myself highly bound in general and particular Obligations to return my hearty Thanks, and express the true Sense I always have of your Care and Tenderness towards me, which makes me wish it in my Power to make a larger Acknowledgment; but seeing that Wish cannot bring forth the desired Effects, I most humbly beg you to accept of my good Will and dutiful Affections toward you, together with my Prayers for your Prosperity, and whatever else is in my weak Power to wish or imagine, hoping in a short Time to be with you, that I may give you the same, or any other Satisfaction, of which I am capable by Word of Mouth: Till when, I lay myself in Conceit at your Feet, and remain,

Your dutiful Daughter,

To obey your Commands, M. C.

LETTER of Thanks return'd for the Advancement of a Party.

SIR,

BY the Influence of your Recommendation, I have obtain'd my Desires, and therefore, in Gratitude, must return you my hearty and unfeigned Thanks:

Nor

Nor is my Soul so mean as to conceal these Lines can make Satisfaction for such a Kindness: But being all at present that my Ability or Business will put in my Power to offer as an Acknowledgment of your Favour, I will henceforward study by what more effectual Ways or Means I may be able to do you some Service, that may be worthy your Approbation; till when, I shall only desire to subscribe myself,

Your devoted Servant, B. C.

LETTER of Thanks for a proffer'd Kindness.

SIR,

LET me first beg your Pardon, before I tell you, That I must make myself so unhappy, as not at present to stand in need of your Kindness, and I dare say, unfeigned Proffer of Love and Assistance. Indeed my Necessities, not many Days since, did require it; but I suppose before they reached your Ear, I was supplied by another Hand; yet should not I pay you the same Acknowledgment for the Care you express of my Welfare, as if I had really accepted the Kindness, I might with good Reason be termed ungrateful, and not worthy to be number'd in the List of your real Friends: Wherefore I resolve whilst I live, not only to confess your Kindness, but remain,

Yours to serve you in what I may, J. J.

Letter of Thanks, in Answer to one Congratulatory.

Kind Sir,

I Received your Letter, whereby I understand you have heard of that Happiness, that Providence and my Friends have been in a high Measure instrumental in promoting me to. I must confess, had I been so presumptuous as to insist upon any Merits of my own, I might not only have been liable to the Censure of the Judicious, but have altogether missed of my Expectations: Therefore, in that Part of your Letter, I must in all Friendship beg your Excuse;

B 5

yet

34 *Choice Letters on several Occasions.*

yet knowing your Good will and Affection towards me, I will rather conceive that it proceeded from cordial Love, and your good Nature, than from Flattery, or any Design of Jocularity. And therefore, returning you all the hearty Thanks that a true Friend is capable of expressing, I remain,

Your most obliged Friend to serve you, J. K.

Letter of Thanks to a Parent for Good Education.

Dear Father, &c.

THAT I am infinitely bound to you for your tender Care, in bestowing such Learning on me as has qualified me for an Employment, wherein I need not fear to subsist, for which, I finding a more than ordinary Benefit, I must ingenuously confess, that my Time in acquiring it was well spent, tho' then, as too many Youths do, I thought it tedious and irksome; by which it plainly appears, that Young Scholars are in the Case of sick Persons, who in the Height of their Diseases, or in the Weakness the Distemper has occasion'd, loath and detest wholesome and nourishing Food, which in Health, or upon better Consideration, is more favourable and consolable. Or, like those who in the Jaundice, cannot discern the true Colour, but imagine every Thing to participate of that of the Distemper; yet when the Eyes grow clear, their Judgment is reformed: Wherefore, I cannot but hold myself as much beholden to you for my Education, as for my Being; and, therefore, through a more than ordinary Sense of Duty and Gratitude, must acknowledge myself,

Your obedient Son and Servant, G. M.

Letter of Advice to a Friend.

SIR,

Understanding you have left the Town, I thought it convenient to inform you how Things are carried on; especially in relation to Trade, a particular

ular Account of which, I have enclosed in this Paper. I would indeed have communicated it to you in Writing, but that I found it done to my Hand. Our Friends are in a perfect Enjoyment of Health, and kindly present (especially such as I have had lately the Opportunity to converse withal) their Love and kind Respects to you and your good Lady. As for your Affairs in London, as far as I can see, or inquire into them, they go on prosperously; and for News, we have none of Moment: Wherefore not to trouble you with a tedious Epistle, I only make it my Request, that a good Correspondence may be maintained between us as heretofore, and that I may still be ranked in the Number of your Friends, desiring always to be, whilst my own,

Yours, in all Friendship and Respect, J. M.

LETTER of Advice to a Friend, &c.

SIR,

THE Cause of my Writing (tho' the News, perhaps may be unwelcome to your Ears) is to let you know that T. B. of D. with whom I understand you had considerable Dealings is dead, and has left, as I hear, and fear, his Estate and Effects much incumber'd and imbezzell'd, to the no small Admiration of his Neighbours, who all along imagin'd it shared with him far otherwise; tho' indeed it is a common Saying, *That few know what a Man is worth till he dies.* This, tho' unrequir'd, I thought fit to advertise you of; and so leaving the further Prosecution to your Discretion, whom it mainly concerns, remain,

Your Friend and Servant, B. W.

LETTER of Advice relating to Law Business.

SIR,

IN the Business you intrusted me withal, I have made such a Progress, as I hope will give you the

36 *Choice Letters on several Occasions.*

Satisfaction you desire. Indeed I have taken no small Pain and Trouble; but to so good a Friend as yourself, I think my Time and Labour well bestowed. Your Writings and Evidences I have consulted, and find them effectual, and extraordinary material to the Purpose. so that the next Term you may expect the Issue. Till when (unless I have the Opportunity of being happy in your Company before) I rest

Your loving and careful Friend, N. L.

LETTER of Request or Recommendation, to Entertain a Friend.

SIR,

RElying upon your ancient Friendship, I have made bold to recommend to you as a trusty and faithful Servant, the Bearer of this Letter: He is a Person whose Parentage and Education are well known to me, and therefore you may take it on my Word, that he is honest and fitly qualified to undertake any of those many Affairs that you have an Opportunity to employ him in. Dear Friend, I do desire you to entertain him as he deserves; and in so doing, you will not only profit yourself, but pleasure him who is,

*Your unfeigned Friend and Well wisher,
and most humble Servant, R. B.*

ANSWER to the foregoing LETTER.

Dear Friend,

I Have received your Letter, and find by the Contents, you have been careful in providing a Person suitable to my Occasions; for which Diligence I must own myself much obliged to you: As for the Person, I take him as you recommend him, viz. honest, and fitly qualify'd, and shall more especially for your sake, use him in such a Manner, as he shall have no Cause to think any thing but well and honourable of your Recommendation, and my Entertainment: And

Choice Letters on several Occasions. 37

and so, till a farther Opportunity of expressing my Gratitude, I rest in all Friendship,

Yours to serve you, B. W.

LETTER of Thanks from a Scholar to his Master, &c.

Honoured Sir,

SINCE I find how happy I am made on sundry Accounts, by the Learning your Care and Diligence hath led into my early Years, how ungrateful should I prove tho' I am remov'd from under your Tuitiion, if I should not make an Acknowledgment, tho' it be out of this slender Kind, even in Writing, to let you know, That I can never cease to be, than forget the Man by whose Means I have received so many singular Benefits; for, indeed, if we did rightly consider those that truly make us Men, by polishing and refining our rough Nature with Arts and Sciences (for Man in himself naturally is rude and boisterous as the Ocean, not knowing how to calm his Passions and bring them under, till sound Judgment takes place; and he, by rightly understanding himself, grows into Hatred with what before seemed comely and commendable) we should endeavour, by all possible Means, to honour and respect them. Therefore, Sir, next to Heaven for giving me a Being, I pay my Acknowledgment to yourself, and shall at all Times be ready, in what I can, to retaliate, in some Measure, your Care and Diligence, ever being proud to subscribe myself,

Sir,

The humblest of your devoted Servants, G. L.

LETTER of Acknowledgment to a Person of Note, for a Benefit received.

Worthy Sir,

IF any Expectation remain in you, of receiving Thanks for any other Satisfaction, worthy the Favours you have been pleas'd to heap upon me, I must beg

38 *Choice Letters on several Occasions.*

beg you to direct me how, or by what Means I shall raise them to a Degree suitable to be accepted of; for, truly, Sir, I must ingenuously confess, I am altogether at a Loss to know by what Means I shall make so large an Offering. For I am very conscious in myself, that my Words and Ability justly strained, even to the highest Pitch, must needs be wonderfully deficient, so that all my Comfort is, to consider that generous Actions carry their own recompence in themselves; and therefore am inclined to believe, that my continual Acknowledgment of your Generosity may atone for my further Inability. In confidence of which I ever shall take Pleasure to subscribe myself,
Sir, Your most Humble, and Obedient Servant, C. N.

LETTER of Congratulation.

SIR,

THE News of your Advancement no sooner reach'd my Ear, but I found a Spark of Joy shoot thro' my Soul; which kindled in me such a Flame of Love and true Affection, that I could no longer contain myself, but was constrained to let you know it. I hear, Sir, by undoubted Report, That you are raised to the Dignity of—And that you, notwithstanding, like one in whose Soul true Generosity reigns, scorning to be puffed up with Pride, or towering Ambition, are still, as far as the Character you bear will permit, the same in kind-Respect and condescending Goodness of your Friends; amongst which Number I beg the Honour ever to be continued, as knowing a great Part of my Happiness consists therein, especially when I consider your Affability, and condescending Meekness, from which I may be bold to presage, That the Honour to which you are advanced, will be rather graced by being possessed by you, than you by possessing it. But, Sir not to trouble you in the midst of your great Affairs, with a tedious Epistle, I shall only say, That I could not have heard of any Thing on Earth,
that

That could have administered greater Satisfaction to my Mind, and that it shall be my continual Wish, That you may still rise high as your Merit, and that Peace and Prosperity may never be Strangers to your Dwelling. And so, humbly assuming the Liberty to acknowledge myself the Honourer of your Virtues, I remain,

S I R,

Your most obliged, and

Most devoted Servant, S. K.

ANSWER to the LETTER of Congratulation.

S I R,

AFTER having told you, That the Expressions with which you accosted me, proceeded more from your Generosity, than any Merit in me, I cannot but pardon That in you which I should have taken in another as too much favouring of Flattery; because I am convinced, That thro' the Vehemency of your Affection, it proceeded from your good Meaning: It is true, Sir, as to what you have heard of my Advancement; for which, I must, with all Submission, pay my due Acknowledgment to the Fountain of Honour, from whence it proceeded; ascribing it solely to the innate Goodness of the Royal Favour, as not daring so much as to imagine, That any Service I am capable of doing, can merit so great a Trust, tho' my Endeavours shall never be wanting in any Thing that is Just and Honest. And if it raises any Joy in me, it is, to think, That in the Station I am, it may, at one Time or other, lie in my Power to serve my Friends, and more especially Yourself: And so, Sir, desiring our mutual Friendship may continue, I subscribe myself,

Your faithful Friend, whilst I am, T. G.

L E T.

*LETTER of Congratulation from a Son to a Father,
upon his Recovery from Sickness.**Honoured Sir,*

HAVING Yesterday received Advice, That you are recovered from your tedious and dangerous Distemper, I embrace that welcome News with Tears of Joy, more than any Pen or Tongue can express; and how could I do less for the Welfare of a Father whose Affliction I had so long bewailed, and for whose Ease and Relief I had put up so many Vows and Prayers to Heaven? For always, where the Sorrow is great, the Joy that expels it must needs be so. I would indeed have waited upon you many Times, and with all the officious Duty of an obedient Son, done what in me lay, but understanding your Commands were to the contrary, I durst not presume to disobey you, lest by the Disturbance it might have occasion'd, the Passions of the Mind might have augmented the Distemper: Wherefore, seeing you are happily recover'd, my Joy is not thereby lessen'd, but rather increased; and so continuing my Prayers for the Preservation of your Health restored, I am resolv'd to obey your Commands in all Things, and subscribe myself,

*Your most dutiful and obedient Son, T. C.**LETTER from a Young Gentlewoman at School, to
her Mother; or, A Letter of Intreaty, &c.**Dear Mother,*

AFTER my Duty, in the humblest Manner, presented to you, and my kind Love to my Relations and Friends in general, in these subsequent Lines, I have presum'd to put you in mind, That it was your Pleasure, the last Time I had the Happiness to see you, to tell me you would give speedy Orders for my learning to Dance, and play on the Musick: But no such Order having yet been given, the Length of the Time induceth

induces me to believe the Remembrance of your Promise, thro' the Multitude of Business, may have slipped out of your Thoughts. However, the great Desire I have to learn them, has imbolden'd me to intreat you, that with the first Convenience, you would be pleased to order it, that I may lose no Time, seeing I have already made a considerable Progress in what else the Variety of our School affords; and indeed, those who are younger than myself are good Proficients in what I have mentioned: Wherefore, dear Mother, let me, by all the Ties of tender Love, intreat you, once more, not to delay, any longer than the first Convenience will admit of, your coming over, and in the mean while it will be convenient that you give Order for such Necessaries as will be requisite on the Occasion; in which you will infinitely indear Her, who lives but to pleasure You, and is,

Your most obedient Daughter, E. H.

A N S W E R.

Daughter,

I Have received your Letter, wherein you press me to the Performance of my Promise, of which I am no ways forgetful: But your Cousin N—— having been much indisposed these several Weeks last past, and being committed to my Care, I could not have the Opportunity to be with you; though, dear Child, my Thoughts have often accompanied you: Nor am I ignorant what is convenient for the Accomplishment of the Female Sex; wherefore, rest contented for a few Days, and you shall find my Promise made good. As for the Necessaries that are suitable to what is intended, I have already given Order, and you need not to doubt of my Care to provide all Things convenient, that you may hereafter have Occasion for; and so at present taking my leave, I rest,

Your affectionate Mother, M. H.

L E T.

*LETTER from an Apprentice to his Father.**Most indulgent Father,*

THESE are humbly to satisfy you, That I am not a little pleased with the Trade you have put me to, nor less with the good Use I find. Indeed I found it somewhat irksome at first to be separated from You self, and my dear Mother, &c. being, withal, in a strange Place: But Time, and good Conversation have banish'd those Thoughts that made melancholy Impressions upon my Mind, and now I am full of Vivacity and Liveliness, studying nothing more than to please those that have the Command over me, by carefully and faithfully regarding the Business I am put to, without Delay or Regret, as considering, that it will be my own hereafter. And thus, Sir, in Compliance with your Command, when you left the Town, I have sent you this Letter, desiring, with all Submission and dutiful Observance that a Son can express towards so good a Father and Mother,

*To remain at your Disposal in all Things, T. B.**LETTER to ask Pardon for a Fault, &c.**Dear Madam,*

IF the Confession of my Crime, or the hearty sorrow I conceive at the Sense thereof, can work in you any Compassion, then I have some glimmering of Hope, That I shall be forgiven. Consider, Madam, That the Punishment I inflict upon myself for having offended so much Goodness, is not the least, altho' what I did was rather thro' the fierce Emotion of an unruly Passion, than any thing proceeding from my Free-will: So that if the Thing be rightly stated, it was rather my Misfortune than any Fault; yet I will own it mine, and not stick at any Penance that may be a Means to obtain my Pardon. O consider, That it is the Nature of Heaven to forgive true

Penit

Choice Letters on several Occasions. 43

Penitents, when they humbly beg for Mercy! And can you be more severe? It so, what shall I say? At least nothing shall be wanting on my Part to oblige you to Forgiveness, and let you see, That I know at least how to Repent, tho' you know not how to Forgive, and ever to remain,

Your most Sorrowful Servant, J. S.

A N S W E R.

S I R,

I Have receiv'd your Letter, in which you confess your Offence, which indeed is more than I expected, considering the Humour you were in the Night before; and find, likewise, you endeavour to excuse yourself in part, by saying the Offence proceeded from a sudden Rashness: I know not indeed whence it proceeded, but sure I am, it was no ways pleasing to me. However, since I have once reckoned you amongst the Number of my Friends, you shall find that my Good Nature cannot degenerate so far from its true Standard, as to cast you off for one Offence. Wherefore, as to my Particular, I freely pardon you, and desire God to forgive you. But, Sir, by Way of Caution, let me tell you, That such another Fault will, past all Adventure, cancel the Affections of her who is yet content to subscribe herself,

Your Friend to serve you, E. B.

LETTER of Consolation to a Friend, &c.

S I R,

I Hear, indeed, that you have lost a Good Father, which might truly raise a Tempest of Sorrow even in the most obdurate Mind: Therefore as a Cordial to allay the Storm that needs must arise in so tender a Breast as yours, I send this Letter, both to condole and comfort you; not, that for so great a Loss I expect you should not grieve and pay the Tribute of your Eyes: No, I must have you weep and sigh, and sit a while in the Shades of Sadness; but let me tell you, I would have

44 *Choice Letters on several Occasions.*

have you, as much as the manly Sense you are endued withal will contribute, to moderate the unruly Passion, that it may not altogether overwhelm your noble Faculties, considering that he for whom you mourn, rests from his Labours, and partakes in Bliss the Reward that is prepared for such that live like him. Therefore, tho' natural Affections are prevalent and forcing, their Restraint will, in spite of all Resistance, gush forth in Tears. Let those happy Considerations, by the Assistance of Time and Season, gently, and by Degrees, put a Period to your Afflictions, till when, I shall not cease to bear a Part in all that afflicts you, and subscribe myself,

Your unfeigned Friend to serve you, R. G.

LETTER of Consolation to a Mother, upon the Loss of her Son.

Dear Madam,

BE more moderate in your Lamentation, than to afflict yourself for what is past Recovery; for that blessed Soul, that by this Time is mounted far above all Miseries, Troubles and Cares, that it must consequently have met withal in this World. Consider the Royal Prophet, who, whilst there were Hopes of Recovery, not only mourn'd, but us'd all possible means to recover his Son; but being dead, his Princely Sorrow ceased, as not thinking it fit, like those that are without Hope, to mourn for those that are past Recovery. *Dear Madam,* Then let the Intreaty of your Friend, who shares by Sympathy equal to your Afflictions, prevail with you to moderate this mighty Stream of Grief, which otherwise, by the weakening of Nature, cannot but impair your Health. O! think were he alive for whom you mourn, the Sight of these Tears would more affect him, than all the Pains he felt. Therefore, let me advise you, by that Share of Friendship that I justly claim, to calm the Tempest this sad Loss has rais'd in your tender Breast, and rest assur'd That one Day you'll find in Joy Him whom you love.

Sorrow; and so leaving you to the Protection of
Heaven, I continue to be,

Your affectionate and cordial Friend, J. B.

Another to a Gentleman upon the Loss of his Wife.

SIR,

IF all our Ties of mutual Friendship and Affec-
tions have any Force or Power to conjure or com-
pel you to oblige your Friends, let my Request meet
a suitable Return, which carries with it nothing but
what tends to your Welfare, desiring you to be re-
gardful of your Health, which I understand is much
impair'd and lessen'd by the immoderate Sorrow you
conceive for the Loss of your dear Consort. Indeed,
I must acknowledge you are bound to shew some
Concernment for being deprived of so valuable a
Treasure: Yet she being gone and past Recovery,
what avails it you to run into such Extremity; You
may indeed object, That you cannot pay too many
Tears to the Memory of one who deserved so well,
and that you now, being out of Love with all world-
ly Things, desire nothing more than to lodge your
Body in the Grave, whilst your immortal Part as-
cends to make an inseparable Union with hers in Bli-
ss. Ay, but consider Sir, the remaining Parts of her that
live; consider those sweet Babes she hath left behind,
as so many Pledges of her Love, and think she lives
in them; and whilst you spare yourself to do them
Good, you are still pleasuring her. I indeed might
urge more, but knowing you judicious enough to
comprehend what is convenient for your good Estate
and Welfare I subscribe myself,

Your hearty Well-wisher, and faithful Friend, C. B.

Letter from one Friend to another, to claim a Promise.

SIR,

THO' I am not accusom'd to trespass upon the
good Nature of my Friends, yet in this, as in
other Affairs of the World, sometimes Necessity con-
strains

46 *Choice Letters on several Occasions.*

strains us to do what we would not: Wherefore, Sir, let me put you in Remembrance, That the last Time I had the Happiness to be in your Company, you were pleas'd to tell me, I might command— at any Time, when my Occasion requir'd it; and dare I doubt but you were cordial in what you said? Wherefore, standing in need of your Kindness at this Time, I have sent, not as a peremptory Demand, but as an intreating Friend, to let you know, you will greatly oblige me in the Performance of your Promise, and firmly bind me to your Generosity; who must, however, at all Times, subscribe myself,
Sir, Your most humble Servant to command, T. B.

LETTER from a Wife to her absent Husband.

My Dear,

YOU cannot imagine how tedious your Absence has been, and at present is to Her, who is your tender and loving Wife. Alas! I little thought when you left me, that I should have been so long separated from the Man whose Company I so much value and esteem, which might, were I not confident of your true Affections, oblige me to tax you with Coldness and Disrespect. Indeed, I received your Letter, wherein you tell me of some unexpected Business that does detain you. It may be you have, but could not that have been deferr'd till a further Opportunity, or done in less Time than you have been absent? I am almost of an Opinion that the one or the other might have been: But, however, my Dear, Hoping that you will not for the future, dispense with any Thing that may create a Delay, I shall construe what is past to the best Advantage on your Part, and in earnest Expectation of your good Company, subscribe myself,

Your loving and affectionate Wife, E. B.

L E T.

LETTER of Advice from a Wife, &c.

Dear Husband,

THESE are to let you know, That myself and our Children are arrived safe at — where we found our Friends and Relations in good Health, and were by them kindly entertained, even beyond what we might reasonably have expected. As for the Place, it is, by Situation, exceeding Pleasant, and the Air very Temperate and Healthful: Wherefore, I think, if nothing happen to hinder, to tarry till — Pray, Dear Husband, let us hear from you as often as Opportunity and Conveniency, will permit. All our Friends in these Parts desire to be remembered to you; but more especially, She, who has the Happiness to subscribe herself,

Your kind and constant Wife, M. D.

LETTER of Advice from a Factor to a Merchant or Correspondent.

SIR,

AFTER an Acknowledgment of your Kindnesses and Favours, of which I have been an extraordinary Sharer, I shall let you understand, That the Trade of these Countries is greatly increased by the late Improvement of the Manufactories; so that you may expect, if the Danger of the Seas, Pyrates, &c. be avoided, a very advantageous Return for your Ventures, in improving the Sale whereof to the highest Value, I have not been wanting; tho' amongst other Commodities that pass current in these Parts, nothing is more desired at present than —, being at this Time very scarce; wherefore, if by the next Vessel you send any considerable Quantity, you may undoubtedly, expect a double, or treble Return. This, Sir, being all at present, of which I thought good to give you Advice, I rest,

Your Friend and Servant, E. D.

LET

*LETTER from an Apprentice to his absent Master.**SIR,*

I Took this Occasion to write to you, to let you understand I have accomplish'd the Business you gave me Directions to undertake when you went out of Town; and as for your other Affairs, they are managed to your Advantage; only, not having as yet had an Opportunity to meet with Mr. P— I have not got the Money you order'd me to receive of him; nor have I hitherto had any Return of that out of the Country; but I doubt not but by the next to give you Notice I have fulfilled your Commands in effecting of them both: Till when, not having any further Business to write about, I continue to be,

*Sir, Your faithful Servant to command, T. S.**LETTER of Thanks.**SIR,*

SINCE you have been pleased to bestow your Favours daily upon me, and continue still to renew them beyond my Merit, I resolv'd for a greater Labour to your Generosity, to let you take your Course and busy myself only to find out a Way, if possible to make a due Acknowledgment of your Goodness. And if so it happens, that in the Pursuit thereof, my Inability renders me unfortunate; yet in it shall be my Comfort, that I will always have a good Will and Passion to do you Service, which I shall always offer to you, and confess myself,

*Sir, Your most obliged Servant, T. P.**A N S W E R.**SIR,*

YOU over-pay me for those Obligations which you esteem so valuable, meerly by owning them to be such. Nor ought I to be altogether silent in my Complaint of your striving to insinuate, That as

Bount

Choice Letters on several Occasions. 49

Bounty from me, which is really due to your Virtue and Merit; and therefore I may justly hold myself as much obliged to you for receiving, as you can think yourself bound to me for giving. But waving this Manner of Discourse, and concluding myself happy that it is in my poor Ability to serve you, I take Leave to subscribe myself,

Sir, in Honour of your Person, B. D.

LETTER of Complaint.

S I R,

Notwithstanding the Injury you have done me against the very Laws of Friendship, yet you may see my good Nature is such, that I cannot so lightly shake off on my Part, the Bonds of Amity. But must with a gentle Reproof, instead of complaining to others softly and in Silence, complain to Yourself, that you may be the more sensible what Kindness you have abused and slighted; nay, I will make the moderatest Construction, and think that what was done proceeded from Rashness or some Misunderstanding, created by false Report. However, the Fault is not so great as to make me cast off a Friend, whose unfeigned Acknowledgment and moderate Repentance may atone for his Fault; and where the Offended is of so facile and mild Disposition, the Offender surely can do no other than relent: Wherefore, Sir, in hopes you will answer my Expectation, I close my Letter, subscribing myself,

As yet your Friend, T. C.

A N S W E R.

S I R,

YOUR mild Way of Proceeding has intirely conquered and subdued my rough Nature, so that I am myself constrained to an Acknowledgment of my Rashness; and therefore, with Blushes for what I have done, I have sent this Letter to intreat your Pardon, hoping you will sign it when I shall wait on you; (which will be shortly) personally to acknowledge

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ledge

30 *Choice Letters on several Occasions.*

lodge my Offence : And in the mean Time, I take the Boldness to subscribe myself,

Sir, Your unworthy Friend, B. T.

LETTER to a Friend with a Present.

SIR,

I Send you this Paper charg'd with my Thanks and kind Respects for the many Favours I have receiv'd at your Hands on sundry Accounts ; and more especially for the last, as being more fresh in my Memory ; I have likewise sent you a small Acknowledgment, if it may prove worthy your Acceptance, viz. a——, together with an entire Assurance of continued Friendship : And so, till Fortune shall furnish me with Power to oblige you as I ought, and as I entirely wish I could, I content myself to remain,

Sir, Your most obliged Friend to serve you, R. T.

LETTER of Consolation to a Sick Person.

SIR,

WHEN I first heard you were taken dangerously ill I could not but be much troubled with the Apprehensions I had of your Suffering, which made me apply myself to the great Physician of Souls, by Prayer, for the Mitigation of your Torment, and the Recovery of your Health ; but, finding there still lay on me a friendly Obligation to condole your Misfortune, I have made my Application by Letter, to inform you as a Friend, That you ought to comfort yourself amidst these Calamities that are laid upon you, reflecting up on yourself That you are but Mortal, and born to die ; that you have here no abiding City, but look for one in the Heavens ; and in this Case, whether it be for Life or Death, to submit yourself to the Pleasure of Him in whose Hands is all the Breath of Life, who, if He sees it convenient for you to continue longer in this miserable World, amidst a Tempest of Cares and Anxieties, will bless those Means that shall be instrumental to your Recovery. But if his Determination

Choice Letters on several Occasions. SE
otherwise, you ought to submit, and conclude,
there can be nothing more glorious or more profit-
able for you, than to be moved from present Trou-
bles into future and endless Joy. And so, with a
continuation of my Prayers for your Recovery, or
eternal Happiness, I remain,
Your sorrowful and afflicted Friend, A. B.

*LETTER of Consolation from a Gentleman to a Sister,
upon the Loss of her Brother.*

Sorrowful Mistress,

Must acknowledge the Loss of so important a Re-
lation, ought to move Compassion in a more obdu-
rate Heart than yours; But withal, considering that
Years do nothing profit, either the Deceased or
yourself, it will be Prudence to stop the Current
hereof, by Reason. That thereby you may impair
your Health, and by the Prevalency of a Dissemper,
and you to him, but you can never bring him up
from the Grave. Then considering, how fruitlessly
you ruin, and how little you advantage yourself,
Madam, your Sorrow duly weighed, might prevail
with one in your Capacity, to regard her Years and
beauty, and to have an Eye to those Joys that await
her. Cease your Mourning, and you will not only
oblige your Friends in general, but me more parti-
cularly, who beg Leave to subscribe myself, as I am,
A Partner of your Sorrows,

A Participater of your Joy, and

Your most humble Servant to command, J. P.

A N S W E R.

S I R,

Must own myself happy to find one that will under-
take to share with me in the Grief that overwhelms
my poor defenseless Heart; and therefore return you
thanks; yet must crave Leave to lament the Loss of
one who was so dear to me, that he was even the sup-
port and Stay of my Life, upon whom, my Parents

52 *Choice Letters on several Occasions.*

being before deceased depended the Strength and Joy of a helpless Virgin: Wherefore, blame me not, if Sorrow gets the upper Hand, which nothing but Time, and cordial Advice can assuage the Considerations of: Notwithstanding, I am not insensible of your Worth, which obliges me to intreat you not to write to me any more in this kind, till by my unlimited Sorrow, I testify to the World how unwilling I parted with so good a Brother, tho' for your Care, I cannot but own myself to be,

Your Friend in all Civility, E. D.

LETTER of Proffer'd Kindness.

SIR,

IT is now in my Power to oblige, or at least to do you some Kindness, if your Occasions are urgent, as I am inform'd they are. Wherefore, without any Nicety, use my Purse and Counsel at your Discretion. Assure yourself I will take all Occasions to be satisfied, wherein I may be more serviceable to you, notwithstanding you may, thro' Modesty, decline my Proffer; for indeed, whatever you may imagine, nothing can be more pleasant to me than to oblige the Man I so much love, and from whom, in my greatest Necessities, I have received so much Kindness: Wherefore, not yet knowing wherein I may most commodore you, and as I desire, I conjure you by the Bonds of our Friendship, not to hide any Thing from me: And so, expecting to hear from you on this Subject, I at present take my Leave and am,

Your loving and faithful Friend, E. S.

LETTER from a Father to a Son, commanding him to continue at School, and improve his Learning.

Son,

I Have thought fit to direct these Lines to you to let you understand it is my Pleasure that you continue where you are; nay, by your Obedience, and by the Authority of a Father, I command it, and farther con-

Choice Letters on several Occasions. 53

Assure you, that you be no ways negligent in making a due Progress in your Learning; neither let me hear any more Complaints of you, of this, or any other Kind; but so behave yourself that you may not only deserve my Blessing, but further yourself in those Things that will undoubtedly redound to your Credit and Advantage, and to the Pleasure and Contentment of him who is,
Your loving Father, B. D.

ANSWER of Excuse.

Ever-Honoured Father,

I WAS not a little surprized when I first read your Letter, and found your Commands so strictly enjoin me to that which my own Inclinations above all Things cover: So that upon a second Consideration, I could conclude no other, than that some malicious Tongue had reach'd your Ear, who not finding any other Means to disturb my Quiet, and the Pleasure I take in my Studies, imagined, by procuring your Reproof, I might, thro' Discontent, be being charged with Things of which I am no ways guilty, desert my Station, and turn Rambler. But, Dear Sir, by all the Obligations of Birth and Education you have laid upon me, I beseech you, let such a Thought be as far from you, as it is from me, and it will be impossible it should make any Impression on your Mind. So with my Wishes, That there may no longer be a sinister Understanding between us, I remain,

Honoured Sir,

Your most dutiful and obedient Son, T. P.

Letter of Counsel to a Friend in a doubtful Matter.

Dear Friend,

UNDERSTANDING you had intangled yourself in a Business of so much Importance as— I thought it my Duty to assist you with my Advice: Not that I presume my Counsel can exceed what you have already had: But more out of a friendly Office, that you may see how ready I am at all Times to com-

54 *Choice Letters on several Occasions.*

miseste any Thing to you, that I think may redound to your Advantage. The Advice I give, for the better securing of it from prying Eyes, upon the casual breaking of a Letter, which many Times falls out, I have sealed up in a Paper by itself; neither would I have you altogether neglect it: For we oftentimes see, where one Thing has failed, another left suspected has succeeded: But however, having done my Duty in this Case, I submit the rest to your more knowing and discerning Judgment; taking Leave only to subscribe myself,

Your faithful Friend to serve you, J. G.

A N S W E R.

Kind Sir,

HOW shall I express the Obligation you have laid upon me, in sending me such cordial Instructions at a Time when my Affairs even languish'd for such reviving Counsel and Advice, at having in a Manner been poisoned by the adulterating Sophistries of those, who, like bad Physicians, purposely delay'd the Cure, for no other End but their own Advantage? Wherefore my Study must be bent for the future, to contrive a Way to retaliate your Kindnesses, and chiefly this, which coming so seasonably, has proved so advantageous to me. Till I have found some fit Opportunity, I must be contented with the Character of,

Sir, Your Friend and Servant, E. T.

LETTER explaining of Neglect.

S I R,

I AM constrained to profess myself Unfortunate, since all the Endeavours I have used, all the Ways and Methods I have taken to pleasure you, have not had the Success, as to oblige you to recompence me with a favourable Smile: Therefore, What shall I say, or what more shall I do than I have done already? Yet, methinks, the Effects of so many dutiful Regards, might have made such Impressions upon your

Gene-

Choice Letters on several Occasions. 55

Generosity, as to have owned them to proceed from the sincere Affection of One, who truly loves and honours you, tho' otherways not worth your taking Notice of. But, notwithstanding the least Allowance of Friendship on your Part, has not been returned, for all that Respect I was able, in my mean Capacity to shew you; yet I still strive to overcome you, even by tiring you with my Service; and feed my Thoughts with the Comforts of this Consideration, that you are the Object of my Service; and I,

Sir, Your most humble Servant, C. L.

A N S W E R.

S I R,

WHEN I read your Letter, I was not a little surpriz'd to find you tax me with so much Neglect of yourself and your Services; I profess I understood them not, or did not take them as meant to myself, wherefore, you have done well in complaining, for two Causes I First, To let me know, I have one more amongst the Number of my Friends than I was aware of: And Secondly, That knowing you strive to oblige me, I may not for the future be wanting to meet you with open Arms, and esteem you according to your Merit; and so taking my Leave, I subscribe myself from this Time forward,

Sir, Your devoted Friend, B. P.

LETTER of Reproof from an Uncle to a Nephew.

Cousin,

I AM sorry I have found an Occasion to write unto you in this Dialect; but really the Care I have of your Welfare being daily disturbed, together with my own Quiet, thro' the loud Clamours and Complaints that are frequently brought against you, arising from the Effects, as I understand of your Extravagancies and Debaucheries, I can do no less than deal plainly with you, and let you know how heinously I resent it: And further, since you are left to my Care, I consider myself

55 *Choice Letters on several Occasions.*

myself in part, answerable to Heaven, if I do not use my Endeavours to depress the youthful Folly that reigns in you, which I shall take Care to do with Diligence, in this friendly Reproof turn to no Account; however, till I hear farther, I shall subscribe myself,

Your Loving and Careful Uncle, G. G.

A N S W E R of Excuse.

Kind Uncle,

I Received your Letter, and find by the Contents, that I have been represented to you as the most profligate of Men. Indeed I dare not go about to excuse all those Follies, and youthful Frailties, of which in some Measure I have been guilty; tho' indeed they have been aggravated by such as love me not, far beyond what they really were. But rather, because I construe it as your good Meaning, proceeding from the Desire you have of my Welfare, which obliges me, if I have hitherto offended you in any Thing, to beg your Pardon, and to give you my Promise, that for the future I will make it my Study to reform, and regain by my well-doing, the Reputation I have lost by my doing otherwise; and so, Sir, with my hearty Respects to you, I remain,

Your most obliged Nephew, T. G.

LETTER Consolatory to a Gentlewoman, upon the Death of her Husband.

Madam,

WHEN I heard you had lost so kind a Husband, and so dear a Friend, those Eyes that had been many Years dry, could not refrain from contributing to the general Sorrow that so great a Loss must needs occasion; nevertheless, I the sooner calmed my own, that I might be the better able to administer some Comfort to you, whom I cannot expect but this Letter will find overwhelmed in a Deluge of Tears; say, it would be uncharitable for me to think otherwise, considering the valuable Esteem you had for him, who is now descended into the Shades

of

of Death. How can you, I say, But grieve, to think what Joy, what Love, what Tenderness and Care you have lost in him? Yet, consider, Madam, that all these centred in a mortal Man; doomed to die as soon as he was born, and to fade like the Flowers of the Field; the Consideration of which, made the great Apostle St. James, affirm, *That our Life is but a Vapour*; and what is that but an airy Exhalation drawn up by the Sun, which is carried about by the Wind till it vanishes into nothing? So *Man that is born of a Woman is full of Troubles*, restless and uneasy in this World, as being only allotted him for the Place of his Pilgrimage, thro' which he is to travel to his Heavenly Home: Envy him not then, that he so soon is gotten to his Journey's End. What if others take a longer Way about, by running a larger Course of Years? Why, then the greater are the Troubles and Cares they meet withal, more frequent the Dangers that beset them, and the greater the Hazard. Who would not be at the End of a weary Journey, to be possessed of endless Rest? Wherefore, If we rightly consider, that we are left behind amidst innumerable Perils, doomed, perhaps to the gloomy Evening of decrepid old Age, we ought more to be pitied. Consider, Madam, That could his blessed Soul see you thus in Sorrow, from the blessed Mansion where it resides, it would imagine you envied its Happiness. Cease then to mourn; and let us prepare with joyful Hearts to follow him, that the second Meeting may be endless, and without Separation. Consider, I say, That you by your Sorrow cannot add any thing to his Fame or Happiness, tho' thereby you may impair your own Health, and cast yourself down in the flourishing Bloom of your Strength and Beauty: Wherefore let me intreat you, by all the Endearments of our Love, to lay aside your Grief; and let it be your Joy to think, that when you leave this World, you leave not so good a Husband behind you to weep for your Departure, but go seek him in the Mansions of

58 *Choice Letters on several Occasions.*

Eternal Bliss; and so leaving these Admonitions to your wise Considerations, I remain the Co-partner of your Joy and Grief, humbly begging Leave to subscribe myself, as I ever desired to be esteemed,

Madam,

Your Friend and Servant, J. F.

Another Sort of Consolatory Letter, to be used, whether the Grief is feigned, or the Case inconsiderable, and may indifferently serve for either Sex.

To a Young Man upon the Death of his Old Wife.

Dear Harry,

YOU cannot conceive how many Fancies of different kinds came jostling into my Head, upon the News that you sat whining and sniveling under the Cypress Tree of Mourning. 'Tis true, you have lost a Wife; and what of that? It has been many a jolly Fellow's kind Misfortune to be rid of such an Incumbrance, as well as yours. Ay, but you say, She was a good Old Woman! Why, so say I too; And therefore it's the happier for her that she's out of this wicked World: Nay, and let this further turn to your Comfort. That Ten to One her Time was come by the Course of Nature, and she kindly followed her Teeth that were gone before, as mellow Fruit drops after the Leaves, without the least Blast of Wind. Then, rouse up, and turn your Lamentations to a joyful Song, and instead of Tears, drench your Face in Claret and brisk Canary. But stay, if I mist take not, I have hit upon the String that twangs your Grief. And what is that, you'll say? Why, nothing more than the Erate expired with your Wife: It went to her Relations: There are Old Women as wanton as she, that may be had with Estates to supply the Defect; then never sit and whining, but look out, and make Hay whilst the Sun shines: Snap up some old Beldam or other, whilst the Reputation of a brisk rich Widower stands by you,

you: And so in Hopes you will take my Advice, I rest in Expectation to see you at the old Place,

Your Friend and Pet-Companion, G. L.

To a Wife upon the Death of a Bad Husband.

Madam,

I Cannot but grieve to think how you take it! Alas, alas, what Crocodile could refrain weeping over such a Loss! Indeed you have many Reasons, but they may be briefly comprehended in these: First, Because your Prayers were heard no sooner: Secondly, Because the Man whom you have so often wish'd might break his Neck, depriv'd your Expectations, in dying a natural Death; and Thirdly, which is the worst of all, Because he had the Opportunity of making even with the World, by spending all he had, and leaving himself no richer when he went out of it, than he was when he came into it. Well, however, be contented, seeing as Things go, they cannot be mended: Nor have you any other Way to repair the Loss than by sprucing up yourself, and by laying aside the Scene of seeming Sorrow, preparing yourself with prick'd up Ears of Joy, to ensnare some unthinking Woodcock: And thus having consoled you, and given you the best Advice I can, I take Leave to subscribe myself,

Madam, Your Friend and old Acquaintance, G. J.

LETTER of Congratulation to a Person upon his Marriage.

SIR,

THE News I receiv'd of the happy Change of your Condition, did not a little revive me from the Melancholy that is too much accusom'd to oppress my Spirits, especially upon the Knowledge of the happy Election you have made of one whose Discretion, Parentage, and good Education, cannot but be suitable to your Humour. In which Satisfaction, as a true Friend, I am not wanting to participate in Civility, being very much pleased that you have now divided the Power

60 *Choice Letters on several Occasions.*

which you had obtained over my Affections, honouring your second Self with that Equality of Respect that was heretofore intirely your own: For certain it is, that your good and ill Fortunes stand with me in an equal Ballance; in which, as a true Friend, actually or reciprocally, I must interest myself, being persuaded you will make no more doubt of it, than of the Passion I have to serve you in the Quality of,

Sir, Yours, and your Lady's

Very Humble Servant, J. R.

LETTER of Advice from a Young Gentlewoman, or Maid-Servant, to acquaint her Friends in the Country with her Marriage.

Dear Father,

THESE are first to beg your Pardon and Blessings, and afterwards to let you know, That I have changed my Condition, as I well hope, to the bettering of my Fortune, having join'd myself in Wedlock, not only to a genteel, but an honest and industrious Man, who by his Love to me, and Care of his Affairs, gives me Hopes to assure myself, That when you are well satisfied what manner of Person I have chose for my Husband, you will not be displeased, altho' I did it without your Consent, which indeed the Duty of a Daughter required me first to have had. But the Length of the Way, and many other Things that frequently happen to cross poor Lovers, made me presume upon your good Nature, and promise myself, That you will forgive this one Disobedience, not doubting but my Endeavours shall make Amends for this one Default; and so with mine and my Husband's Duty and intire Affections to you and all our Relations, I continue to be,

Sir,

Your most dutiful Daughter, K. P.
L. E. T.

LETTER from a Young Man to his Mother, upon
the like Occasion.

Dear Mother,

MY Time being expired, and I having been
some Time settled at my Trade, could think
of no better Expedient than to get me a Helper, and
Partner in my Affairs, that so I might not only have
Comfort, but the better Improvement. Now what
Partner this may be, you may perhaps wonder: But
give me Leave, after having ask'd Pardon for pro-
ceeding to Marriage without your Knowledge or
Consent, to tell you, it is a Female Partner, one that
it is both virtuous and beautiful, suitable to my
Humour in all Things, and thro' whole Industry and
my own, I doubt not but to thrive in the World:
and that we may the better do so, I intreat you to
send us your Blessing at least, if you put nothing
over and above towards House-keeping: And so
with mine and my Wife's humble Duty presented to
you, I take Leave to subscribe myself,

Your most obedient Son, E. F.

LETTER from one Scholar to another, complaining of
too long Absence.

Dear School-fellow,

CONSIDERING our intimate Acquaintance and Fam-
liarity, I cannot but wonder why you delay the
Restauration of your Friend's Happiness, thro' your
so long absenting yourself. Truly, did I not know the
Amity unfeigned, which we have contracted, I should
give way to a Suspicion that you only flatter'd me
with a pretended Friendship. Your Friends, it is true,
by Reason of your long Absence from them, may be
desirous of your Company, and that may be one main
Plea; but consider your Studies, and our innocent
Recreation should be more powerful to charm you
from them. You know you promised me, when we
last parted, That you would make a speedy Return:

Re-

62. *Choice Letters on several Occasions.*

member amongst the Affairs that have taken you up, that Promise, and think how I long, nay, languish, for the Performance of it, and then you cannot be so unkind as to dishonour me with your Absence any longer; I might indeed urge more, and enforce my Arguments with prevalent Reasons; but having said thus much, at present I desist, in Expectation of your Company, or Answer, and am content with subscribing myself,

Your Friend and School-fellow, J. S.

The ANSWER of Excuse for Delay.

Honest John,

I Have received the Letter, wherein you blame me for my Delay, and tax me with Non performance of Promise. Indeed your Reproach is just; but on the other Hand, consider, tho' I made a Promise of speedy Return, it was rashly done in me, seeing in the Place where I am, I am altogether under the Jurisdiction of my Friends and Relations, who will not suffer me to leave them, unless I, contrary to the Rules of Obedience, Civility, and good Manners, should come away unknown to them, which would altogether unbecome the Profession of a Scholar; not but that I would be willingly at my Studies, and as Opportunity permitted, I should be glad to have the Happiness to enjoy your Society, either to pass the flying Moments in profitable Discourse, or harmless Recreation: Yet seeing Things are carried as they are, I must intreat you by the Obligations of our inseparable Friendship, to pardon what I cannot help, hoping, nevertheless, in a few Days, to get Leave to be with you. I must, till then, dispense with the Wants of your good Company. In the mean Time, continuing you in perpetual Remembrance, I subscribe myself,

Your most obliged Friend and School-fellow, T. O.

*The Master's Commendatory Letter to a Father in the
Behalf of a Scholar.*

SIR,

THIS being one usual Time of Refreshment allowed to Scholars; at your Tommy's earnest Request, I have given him Leave to wait upon you, hoping he will no way prove troublesome to you, nor cause any Detriment to your Affairs. I remember, Sir, that in your last Letter you required me to give you an Account of his Progress in Learning; as to that, let him satisfy you; He has for the Time he has been with me, exceeded even my Diligence, or Expectation, acquitting himself in every Part (as far as his Years are capable) so well, that I may, without Flattery, assure you, you are more than ordinarily happy in so witty and ingenious a Son, who in his Childhood gives such pregnant Proofs what his riper Years will produce. But not to trouble you with a tedious Epistle on this Subject, I leave him to your discerning judgment, till you are pleased he shall return to his studies, and remain,

Your most humble Servant, T. B.

*LETTER from a Young Gentlewoman to her Pa-
rents, to enquire after their Welfare.*

Dear Father and Mother,

AFTER my Duty in the humblest Manner, presented to you both. These are to assure you, That by reason of my not hearing from you in so long a Time, I have not been a little disquieted and possessed with a Fear that it fared not well with you; And indeed, how could it do less, since you never before desisted so long from writing to me; therefore, to put me out of the Fear that has surpriz'd me, let me intreat you, by the first Opportunity, to satisfy me in that Particular, otherwise I must labour under Doubts and Discontents, as one overshadowed with a disconsolate Cloud of Sorrow. Pray fail not, in this Case to grant the humble Request
of

54 *Choice Letters on several Occasions.*

of her; who values herself in nothing more, than that she is,

Your obedient and dutiful Daughter, H. G.

LETTER from a Son to his Father, to acknowledge a Fault, and beg Pardon for offending, &c.

From Humble Father.

THOU I am unworthy to approach you in Person, nor dare I do it without shame and Confusion of Face, yet suffer this Paper, as an humble Advocate, to plead in some Measure with you, that so it may abate the Severity and Rigour of your just Displeasure. My Offence considering, I dare not indeed with any Reason, expect Forgiveness, tho' the Experience of your innate Goodness and Clemency, your Commiseration and Fatherly Compassion, have embolden'd me to sue for a Pardon. Wherefore, if a returning Prodigal, a true and unfeigned Penitent, may find Mercy, in these Circumstances, I unfeignedly beg it at your Hands: Be not so much offended with me, as to forget you gave me Being, nor that I am your Son, tho' unworthy to be so styled; and let it be a Foundation sufficient for your Compassion to build upon, that I confess my Fault, and sincerely promise to offend no more so good a Father. However, keep me not upon the Rock of Discontent and Doubt, but rather let me know my Punishment, that I may cheerfully undergo it; for I had rather suffer any Thing in this World, than thus to lie under the Sense of your Displeasure. Therefore, with all Submission, I beg you would determine and dispose of me as you see convenient; in Expectation of which, I remain,

Sir, The unworthy of your Children, C. L.

The Father's ANSWER.

Ungrateful Son,

I Have, tho' more than your Deserts have merited, touch'd, at the Intercession of some Friends, to receive your Letter, and think fit to tell you, It is well you

Cher Letters on several Occasions. 63

you the same Remorse for your Disobedience: Tho' I know not with what Considerations you can so much as dream of returning into my Favour or expect a Pardon from him, you have so highly offended, considering I have often borne with you, and you have not hitherto been reclaimed. However, since some Hope, at last appears, That you are sensible of your Failings, I will not leave you altogether in Despair of obtaining what you seem so earnestly to desire; but still am better assured you are a true Convert, I shall remain as I have Reason,

Your most offended Father, J. L.

LETTER from a Youth to his Sister, &c.

Most loving Sister,

OUR Absence so long from each other has occasion'd my Writing to you, that I might be inform'd of your Health and Welfare, of which I am as sollicitous and tender, as of my own; not forgetting you in my Prayers, nor neglecting to do you all the good Offices I can with our Parents, Friends and Acquaintances. In Requital of which let it be your Part to return me an Answer, that so I may be satisfied in what I have required, which will render me so small Contentment of Mind; in Expectation whereof, I rest,

Your ever loving Brother, J. P.

ANSWER.

Dear Brother,

YOUR Letter hath luckily found me, tho' I am remov'd from the Place you directed it to; and am not a little glad that I have the Happiness to hear from you, considering we are so far distant one from another. As for my Health, Thanks be to Heaven, it continues as heretofore; and of my Welfare I have no Cause to complain, as being in an honest Family, where nothing convenient is wanting; that enjoying Health, Plenty, Freedom and Content, I may justly account

66 *Choice Letters on several Occasions.*

account myself happy; and so wishing you an every of our Relations and Friends the like, with a Continuance of my hearty Prayers to that End, Am.

Your most loving and obliged Sister, E. M.

A Daughter's Return of Thanks for her Education.

Honoured Parents,

I AM constrained, as an humble Acknowledgment of my Gratitude, often to trouble you with my Epistle, being the only Requital I am as yet capable of rendering you for the many Benefits and Advantages I have received at your Hands: But above all, for your prudent Foresight in bringing me to the Knowledge of those Things which have seasoned my younger Years with Variety of Understanding, and will, past all peradventure, render me acceptable on sundry Occasions. Wherefore, I must now applaud that compelling Goodness in you, by which you even obliged me to persevere in that I have begun, tho' then indeed, not discerning what I should afterwards reap thereby, I imputed it to your Harshness and Severity. Therefore let mistaken Youth consider, That in their tender Age, they (not knowing what is good and commendable) ought to submit to the mature Judgment of their Parents, who always, with Bowels of Love and Compassion, are studying their Welfare, tho' they perceive it not; and in this Case what shall I say more, than to return all possible Thanks to you, who next to Heaven, are the Authors of my Being, and well-being, and ever subscribe and acknowledge myself,

Your most dutiful and obliged Daughter, C. D.

LETTER from a Youth, by Way of Essay, to a Person of Honour, from whom he had received some Benefit.

Most Honourable Patron,

WERE I not confident that I may rely upon your good Nature and Generosity, to excuse my Presumption, I should not have dared, considering the vast Inequality between us, to have raised my Thoughts

Thoughts so high, as to address you with these inconsiderate Lines; which may justly merit Rebuke from your judicious Censure. But, knowing your favourable Construction on the good Meaning of your Inferiors, I could not contain myself, till I had found this Way to vent some Part of that Acknowledgment which laboured in my Breast, and is the Product of your Bounty; yet I can only say, no more is in my Power, than to render your Honour my hearty and earnest Thanks, a poor Return for what I have received as your Liberality; cho' indeed, I will subjoin, That the whole Business of my Life, in my Esteem, is altogether insufficient to make you a Requital; Nor shall I be wanting, as Opportunity offers itself, to employ it in your Service. Wherefore, Beseeching your Honour to accept of my true Endeavours, Prayers, and good Wishes, I, with all Submission, and a Reliance on your Goodness, assume the Boldness to account myself,

Your Honour's most humble and devoted Servant, T. E.

LETTER from a Youth to his Grandfather.

Reverend Sir,

I Cannot but account myself Happy, That the Fates are so propitious as not only to spin out your Thread of Life longer than those of the greatest Part of Mankind, but that thro' the Blessing and Mercies of God, Health and Strength are added, together with a sound Judgment, and discerning Faculties, which render you the Honour of Time. But passing over these, I must, Sir, in the next Place, present my Duty, and more than ordinary Respect to yourself, from whom I am descended; nay, over and above, make a due Acknowledgment of the Care you have had of me, and the good Counsel you have all along furnished me with, as having found by Experience, That the Wise Man was not mistaken, when he affirmed, *That Wisdom rested not in a Multitude of Years,* though in that

Garb

68 *Choice Letters on several Occasions.*

Gaby, it is too frequently rejected by the younger Sort, as a Precept too rigid and severe. This, dear Sir, being all at present I can render you, I must, with hearty Wishes for your Happiness here, and hereafter, conclude with a dutiful Acknowledgment, That I am, *Your obedient Grandson, T. M.*

LETTER from a Young Scholar to his Father, Honoured Sir,

INOT having the Opportunity of waiting upon you in Person, have made bold to make this Letter the Messenger of my Necessities; which, notwithstanding, Sir, are not very great, my present Occasions requiring little more than a few New Books to supply the Place of some that have come to sundry Miscellaneous, for want of a Study, or other Place of Convenience to deposite them in; I being now, through the Care of my Reverend and Industrious Master, made capable of removing into a higher Form. Therefore, amongst others, I desire you to send me; that so by a speedy Improvement, I may lose little Time, and put you to less Charge. As to Cloaths, and other Necessaries of that Kind, I leave them to your Discretion, to order them as you please; only I must say, That my Apparel is indifferently worn since my coming hither. This, Sir, being all at present, I conclude with my Prayers to God for your Health and Prosperity, and remain,

Your most obedient Son and Servant, T. D.

LETTER from a Youth to his Father, who is desirous to be bound Apprentice.

Dear Sir,

THESE are to put you in Mind, That I have now been about Six Weeks upon Trial, and find the Trade so agreeable with me, That I desire nothing more than to be Bound: that I may lose no more Time, considering I am of sufficient Age, I have acquainted my Master with my Intentions and Resolutions, who

very

very well approves of my Willingness: Wherefore, let me incite you to take the best Opportunity of coming to London, that so Things being settled, I may no longer be delayed. But, however, Sir, submitting all Things to your good Time and Pleasure, I continue, as heretofore,

Your most dutiful Son, C. B.

LETTER from one Friend to another, to persuade him to give his Children good Education

Dear Friend,

IT adds not a little to my Happiness, to understand you are blessed with a hopeful Offspring, a Treasure much coveted by the Antients, and wise Men of the World: Wherefore the Prophet David, to give a greater Lustre to such a Blessing, compares them to Olive Branches, Pledges of Peace. Notwithstanding which, Children in themselves are unpolish'd Statues, unless they be brought up in the Fear of God, season'd with Learning, and ingenious Education; for that indeed, exceeds even the Riches you labour to bestow upon them, and is the only absolutely necessary Thing that can contribute to their earthly Efficacy, proving a better and surer Estate than Lands or Possessions, which indeed may, like other Things of the same Nature, make themselves Wings and fly away, at least be wrested out of our Hands by those that are more mighty than we; when Learning and good Education cannot cease, but with ourselves, being capable of gaining a good Reputation in this World, and by a right Improvement, blessedness in that which is to come. Wherefore let me, as a Friend that wishes well to you and your Posterity, intreat you, Sir, not to be wanting in giving them an Education that is suitable to their Capacities; so that growing up, and finding out the Advantage, they may have the greater Cause to bless us and urgent a thank, which having told you what I sincerely wish, I continue to be, Sir, Your most obliged Friend and Servant, W. K.

L E F.

LETTER of Advice from a Father to a Son.
SON,

IT is now so long since you departed from me, that I cannot but judge you by this Time to be at Years of Discretion, sufficient to take upon you the Management of some Affairs in the World; in order to which, for your better Ability, I have sent you by the Hands of your Uncle S—, Twenty Pounds; and as I find you improve that, you may expect a greater Sum. And the better to confirm you in your Undertakings, let me give you a Word or two of Advice: First. When you settle yourself in the World, beware of being enticed or drawn away by Flatterers, or debauched Persons: Nor is there any better Way to shun it, than to decline and avoid them. In the next Place, Be diligent in your Affairs; mind your Employment, and deal uprightly with all Men, whereby you may not only gain an honest Reputation, but expect a Blessing upon your Endeavours; but above all, prefer the Service of your Maker, and pray to Him for his Support and Assistance, and in so doing, you will not fail of living happy, and more especially of obliging Him, whose Joy it will be to see or hear that you do well: And so at present, taking my Leave, I remain,

Your Careful and Affectionate Father, F. D.

The Son's Answer to the foregoing Letter.

Honoured S. r.

HOW, or in what Language, or Words, shall I express the Sense or Gratitude due to your Care and Tenderness? You have all along laid your Obligations on me, so many, and in so high a Degree, that I cannot number them, and indeed, 'tis altogether impossible to declare their Greatness and Worth, to which you have made a large Addition, and over and above given me such cordial Instructions and Advice, as, I hope, I shall ever retain in my

Choice Letters on several Occasions. 71

My Memory with a due Respect and Observance,
Sir, I have, since the receiving your Bounty, pro-
cur'd me such Things and Necessaries as are suitable
to my Trade and Employment, and find such En-
couragement, that I doubt not but my Proceedings
will redound to your Satisfaction, and my Advan-
tage: For, rest yourself assured, Sir, that I will
proceed to no weighty Affairs, without consulting
your Self, whose approved Judgment and Advice, I
have so often experienced; and so committing you
to the Care and Protection of Heaven, I rest

Your most obedient Son, C. D.

*LETTER from a Scholar, inviting a Cousin to betake
himself to Learning.*

Dear Cousin,

THE Kindness I have for you cannot be easily
expressed; and not only for your Person, but
your future Happiness and Welfare, which you can
secure no better Way, than by Learning; the which
if you fully acquire, it will prove a fast and faithful
friend to you, when those Friends, you too fondly
rely on, may fail you. Wherefore, let me intreat
you not any longer to trifle away your Time in pur-
suing Things lighter than Vanity, but leaving those
childish Extravagancies, betake yourself to your
Book; For certainly, did you know what sweet
Content and Pleasure I find in my Studies, you
would not be long absent from me. However, let
me hear from you, and know how you stand affected
in this Kind; till when I rest in Expectation of an
answer, and am,

Your very loving Cousin, G. G.

A N S W E R.

Loving Cousin,

I Received your Letter, in which, according to your
wonted Goodness, you mildly reprove me for spend-
ing my Time in Things that will render me no Profit
or Advantage; nor am I insensible that you are in the
right:

72 *Choice Letters on several Occasions.*

right: But what shall I do in this Case? The over-tenderness of my Mother will not suffer me to be from her so far a Distance, as your Invitation seems to wish me; and in these Parts (tho' I am greatly sensible of my Defect in Learning) no Place is found that affords a convenient Means, whereby I may better myself; However, Dear Cousin, whatever you may imagine, my Heart is with you, and I hope within a short Time to prevail so far, as to be with you in Person, till when I must be content to remain.

Your loving, tho' absent Cousin, D D.

LETTER of Friendship from one Brother to another, to desire his Return.

Dear Brother,

I Must tax you with Unkindness, for taking yourself so long away from us, and leaving us sad for the Want of your Company; nay, more for that you have been backward in Writing, thereby to give us an account of your Welfare. Sure, you find more Contentment in the Country than we are aware of. However, I shall think that the Society of our nearest Relations should be coveted beyond it: So, that I must take upon me, seeing you have not found the Way to do it on your own Accord, to demand the Reason of so much Delay. or to conjure your Return; one of which I expect you will oblige me in by the next Post. As for our Parents, and other Relations and Friends, they are thro' Mercy, in good Health, and have no other Grief, but for your Absence, which by a speedy Return, you may cure. Pray fail not to let us hear from you very speedily, if we cannot see you. In Expectation of one or the other, I am contented to rest,

Your loving and most affectionate Brother, C. S.

A N S W E R of Excuse.

Dear Brother,

I Receiv'd your Letter, and find, as indeed you have Reason, that you tax me therein with Delay. Alas, did you know how little the Fault was mine, you would

would do otherwise; for unless I would shew myself rude and unmannerly, Things altogether disagreeable with my Nature, to steal away, and thereby disoblige my Relations, and disgrace myself, I cannot, as yet expect to see you: For tho' I have even petitioned in a Manner for my Audience of leave, yet I cannot obtain it: Wherefore, let me entreat you to bear with me, till such Time as it is in my Power to make an honourable Retreat; and when I shall not fail to hasten with the greatest Celerity imaginable, and give you an Account of my Entertainment, and of the Recreation I have had in these Parts: Till when, I subscribe myself with a hearty Presentation of my Duty to my Parents, and my Love and Respects unto all my other Friends and Relations,

Your most affectionate Brother, M. L.

LETTER from a Serving-Man to his Master.

SIR,

BY Reason of your long Absence from your Habitation, I am in hopes you will pardon my Boldness in undertaking to write to you, to let you understand, That your Family is in good Health, and that your Affairs go on very prosperously; so that nothing we can wish is wanting, but your Return; yet, Sir, it is not for me to go about to direct you, or to undertake to hasten you to dispatch your Affairs; but submitting to what in Discretion you shall see convenient, I can only presume to subscribe myself,

Your Faithful Servant, T. J.

Letter of Congratulation from a Youth to his Sister, upon her Marriage, &c.

Loving Sister,

SINCE the News of those Joys that are happened unto you, reached my Ears, I have even longed for an Opportunity to tell you, how pleasing they are to me, who, as a kind Brother, do participate with you

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74. *Choice Letters on several Occasions.*

in your Happiness, being fully persuaded of the Reality thereof; for had you put it into my Power for to have made a Choice for you, I could not have plac'd your Lot in a fairer Land: Wherefore I cannot forbear to congratulate your good Success, as being constrained to express a more than ordinary Joy upon the Prospect of her present and future Felicity, whom I so entirely love; and so with my Respects to yourself, and your loving Husband, whom henceforth I must stile my dearest Brother, I remain in all Affection and Tenderness of your Welfare,

Your Joyful Brother, G. O.

A N S W E R,

Dear Brother,

I Am not a little glad, that the Choice I have made is so acceptable to you; for, altho' I acquainted you not with my Intentions, yet let me tell you, I did not proceed rashly or unadvisedly, but with all Caution and Deliberation, as knowing Marriage to be a weighty Affair, on which depends our Woe or Happiness in this World; for as there is nothing more considerable upon Earth than Marriage, whereby the mutual Affections are united and joined in one reciprocal Love, so there is nothing more uncomfortable, where Discord and Discontent put in, to destroy the expected Happiness, which are Enemies to true Love, and which I hope will never prevail. Indeed, with Pleasure I must confess, there is little Prospect of any Disagreement between us, tho' few can tell what Time may bring forth: But in the mean while, being possessed of all that I can wish or reasonably desire on Earth, I shall not pall my Joys with the melancholy Thoughts, or rather Fancies, of future Events; but think myself above the Reach of Envy, or the Frowns of Fortune: And so returning you hearty Thanks for your Consent and good Liking, as also the Sense of Joy you express for my well doing, I remain,

Your ever loving Sister, M. O.

Choice Letters on several Occasions. 75.

*LETTER from one Young Man to another, to request
a Kindness.*

Dear Friend,

Relying upon the long Familiarity that has passed
between us, and your large Proclamations of
Sincerity in Friendship, urged by Necessity, and the
Waste that my Occasions require, I have made bold
to let you know, that I stand in need of —, with
which if you can possibly furnish me, without any
Prejudice or Hindrance to your own Affairs, I shall
take it as an extraordinary Kindness; and if it stand
with your Convenience, pray send it by the Bearer,
or by some other speedy Hand; and in so doing,
you will very much oblige him who is,

Your very humble Servant, T. S.

A N S W E R.

Dear Tom,

I Was not a little glad, upon the Perusal of your
Letter, that you would be so kind at last as to
put it in my Power to do you any manner of Ser-
vice, whereby I might more immediately signalize
some Marks of true Friendship; nor indeed could
you have requir'd it at a more seasonable Time.
Wherefore, not to give you any Delay, I have sent
by the Bearer what you demand'd, and shall always
be proud to oblige you in this kind, as far as my A-
bilities will extend: And so with my hearty good
Will towards you, and my good Wishes for the Pro-
sperity of your Affairs, I remain,

Your unfeigned Friend, B. W.

*Letter from one Scholar to another, upon the Death of
a Father.*

Dear Ned,

I Had before this Time condoled with you the Loss
of your Father, had I understood, that you were
capable of Consolation; but conceiving it altogether

76. *Choice Letters on several Occasions.*

convenient to give you some Time to bewail so great an Unhappiness, I forbore till now, that the Debt you owe to Nature might first be paid in Showers of Tears, and Gales of unfeigned Sighs; and indeed what could you do less, for being deprived of so good a Father, whose tender Care was all along intent upon nothing more than to promote your Wellfare. But the greatest Heaviness must have an End: And Dear Friend, you have sufficiently testified your filial Affection, and therefore ought at length to bethink yourself, That He for whom you mourn, was as all the Sons of Men are, no more than a mortal Man, and that each Moment is an Advancement toward the End of a troublesome Life: So that, altho' he is gone before, we are hastening after him, and must soon meet in the Shades of Death. And when you consider he lived well, and made a pious End, you ought to conceive no common Joy, that he has been so kind as to set a good Example before your Eyes. Solace yourself then with an Assurance, That if you live up to his Example, you will speedily overtake him in the happy Region of Joy, where Sorrow is a Stranger; and so hoping you will take my Advice, I take my Leave, and continue,

Your most assured Friend, W. K.

A Servant Maid's Letter to her Friends.

Dear Friends,

I Hope this Letter will find you in good Health, and give you to understand, That I am not only lately arrived at *London*, but have the good Fortune to be settled in a creditable Place, at the Sign of— in—; where I am desiring to continue our former Friendship, by a mutual Correspondency of Letters. I write this, in hopes of an Answer; and so with my Prayers for the respective Health and Wellfare of you All, I rest,

Your most affectionate Friend, J. Y.

Choice Letters on several Occasions. 77

LETTER from a Nephew to an Uncle, to excuse his Absence.

Honoured Sir,

I Am not a little concerned, that the Importunity of my Occasions, constrained me to delay my paying you a Visit at the Time I expected to have done it; but knowing you to be a Person of infinite Goodness, and natural Clemency, I dare not so much as think of despairing to obtain your Pardon, especially when I shall make you thoroughly sensible, how earnestly I labour to dispatch my Affairs, that I may the speedier be with you, tho' many cross Accidents have frustrated my zealous Endeavours: But the main Obstacles being now removed, I doubt not to accomplish my Desire in a short Time; after which I shall think no Speed too swift to bring myself into your Presence, and laying myself at your Feet, acknowledge that I am,

Sir, Your most obliged Kinsman and Servant, J. H.

Letter from a Young Gentlewoman to her Cousin, in treating her Company.

Dear Cousin,

If you knew how tedious your Absence is to me, you would be more forward to gratify me with your good Company. I remember, at our parting, you then made me a Promise of a speedy Return; however, I will interpret the best of your good Intentions, and pardon you the Time relapsed, if, with a Compliance to this my Request, you let me have your Company with all convenient Speed: In Expectation of which I rest,

Your most affectionate Cousin, E. L.

Letter from a Husband in Town, to his Wife and Children in the Country.

Most Loving Wife,

SINCE you have been absent, together with my Children, (besides my Prayers for the Continuation of your Health, I have taken all possible Care to

provide

78 *Choice Letters on several Occasions.*

provide such Necessaries as I imagined any ways useful or convenient for you, and have sent them by the Bearer, and by whom it is my Desire and kind Request, that you will send me an Account of your Entertainment, and in what Estate and Condition of Health and Liking you are: For tho' you are absent from me, yet it is the great Concern of my Thoughts, to study the Method and Means to promote your Welfare, which I ever render equal, if not superior to my own; and so, with all the Love and tender Regard of a Husband and Father, with my Love to you, our Children, and all our Friends and Relations, I remain,

Dear Wife, Your Loving Husband, R. P.

The Wife's Answer to the foregoing Letter.

Kind, and ever-loving Husband,

I Received your Letter, which next to your Company I highly esteem; and according to your Desire, have made you this Return; whereby I assure you, That we are not only in good Health, but have found Entertainment beyond our Expectations, all our Friends being every where, and at all Times, so obliging and respectful, that they, as it were, detain us from you with the Charms of their Kindness, which will no doubt, prevail with us to stay somewhat longer than we intended, or you could possibly expect. As for the Things you sent, I have received them, and return you all the good Thanks that are suitable and consistent with the Virtue of an obedient Wife, for your Care; assuring you, That not only our Children, in a grateful Acknowledgment, as they stand in Relation to us, present their humble Duty to you, but also our Friends and Relations in general, crave to be had in Remembrance by you; and so, with my Prayers for your Health and Welfare, I continue to be,

Dear Husband,

Your loving and constant Wife, E. P.

L. E. T.

LETTER from an Apprentice, in Excuse of himself to his Master.

SIR,

IN Consideration that I have been charged before you, for injuring you, in betraying my Trust, I have thought it highly convenient to let you know, That tho' I cannot altogether excuse myself of some Neglect, yet my Enemies have greatly added Falshood to that Part which is true, and thereby given you, no doubt, Stories large, and foul enough to ground your Anger on; but, however, Sir, consider (let me intreat you) with yourself, That all which is reported, is not at all Times true; many Times Persons have been wrongfully accused, with as bold a Confidence, and specious Pretence as can be imagined; and yet, upon due Examination, have been found innocent. All I intreat, Sir, is, That my Accusers may be produced, and I wish them brought Face to Face, that so at last their conscious Guilt may appear in Blushes, if not in a publick Confutation of the main Thing, with which they have falsely charged me: And so in hopes you will (in pity to my injured Reputation) grant me this one Request. I subscribe myself,

Sir, your most humble and obedient Servant, T. W.

LETTER in Recommendation of a Friend,

SIR,

IF you remember, you some Time since laid your Commands upon me to give you an Account of the Conduct, Management, and Virtues of N. W. which to particularize, would be a Task too great for him who is ever proud zealously to serve you in any Thing that is within the Compass of his Power; but in general, I can safely assure you, That in Prudence, Gallantry, and Moderation in all Affairs, Humility, and a becoming Modesty in all his Actions, nothing can exceed him: Nor is the Progress he has made in the Arts and Sciences inferior to these, or

80- *Choice Letters on several Occasions.*

any Thing that I can name, wanting in him, to render him not only an accomplish'd Man, but a Man worthy your Notice and Friendship; wherefore, hoping my Wishes of that Kind may succeed, I take the Honour, Sir, to rank myself amongst the Number of your worthy Friends, with the Title of,

Your most humble Servant, M.D.

LETTER of Excuse to a Landlord, from his Tenant.

S I R,

I Send this Letter as an humble Suitor to beg your Pardon and Excuse, for not waiting on you at the prefixed and appointed Time; which I had not failed to have done, if urgent Business of such Moment, as at no other Time could have been dispatched to my Advantage, had not in a Manner constrain'd me to break my Promise. But, however, Sir, relying on your good Nature, on which, with some Regret, I must own I have too much trespassed, to dispense with what is past, I shall, with the Divine Permission, be with you within ten Days, ensuing the Date of the sending hereof, and give you a better Satisfaction as to what concerns us, or is depending between us, than a Letter is capable of rendering; till when with hearty Wishes for the Continuation of your Health and Prosperity, I take Leave to subscribe myself

Sir, Your most obliged Friend and Servant, R. C.

LETTER from one Friend to another, to reprove him for a Slander.

Dear Friend,;

FOR so my good Nature obliges me to stile you, tho' I might justly have done otherwise, I send you this Letter, to let you know, That I am not uninform'd of the Reproach and Slander you have heap'd upon me, who have little deserv'd any such Thing at your Hands; nor could it enter into my Mind, that any such Thing could have proceeded from a Person on whom

Choice Letters on several Occasions. 81

whom I have made it my Study to heap Obligations and Acknowledgments; yet that you may not imagine I can for one Ingratitude altogether forget the Party with whom I have heretofore contracted so great a Friendship, I further thought fit to let you know, That I resent not what has passed so heinously, but that an ingenuous Confession of the Wrongs you have done me, by raising such Calumnies, may not blot them out of my Remembrance, and restore, as heretofore, my Friend and Confidant; but if you appear obstinate, and undertake to justify what you have done, then you may expect, that instead of pardoning your Offence, I shall strive to blot you out of my Memory, and make it my Business to forget that I ever was so unwary as to contract a Friendship with so ungrateful and injurious a Person: And till I may, by the Sequel, be informed of your Intentions, I am content to rest,

Your Friend and Well-wisher, T. D.

A N S W E R.

Kind Sir,

I Have received your Letter, and being overcome with your gentle Reproofs, find myself constrained to acknowledge your Generosity deserves much better at my Hands than the Returns it has met withal: Wherefore, not without Blushes I own, thro' a wrong Understanding created by those that envied the Sincerity of our Friendship, that I rashly expressed what in no wise became me, and thereby confess myself to have injured both Truth and Friendship; wherefore, entirely casting myself with an Assistance in your good Nature, on your Discretion to pardon or punish me, by receiving me into, or excluding me out of your Friendship and good Opinion, I with all imaginary Return of Thanks for the Tenderness you have already expressed, and equalling my Sorrow to my Ingratitude, subscribe myself,

Your unworthy and undeserving Friend, E. H.

82 *Occasional Letters on several Occasions.*

LETTER of Counsel from an Aunt to her Niece.
Dear Cousin,

I Cannot but express the Joy I conceive to hear that you take your Learning so well, and are so diligent therein; the which that you would persevere in, would yet add more to my Comfort; especially when I consider that thereby you will not only be freed from evil Company and evil Imaginations, too frequently the Attendants of Idleness, but that, dear Child, you will be enabled to obtain, when you come to Years of more Maturity, both Credit and Advantage; when those that have squander'd away their Youth in Idleness must be contented to come short of either: Wherefore, that you may accomplish what you have begun, be circumspect and diligent therein; as you expect to continue in the Favour of her who is.

Your loving Aunt, E. W.

LETTER from a Husband at Sea to his Wife.

Dear Love,

SINCE my Departure from you, we have made way thro' many dangerous Seas, and weather'd, as often heretofore we have done, many rough Storms and Temp'sts, so that at the writing of this, our Ship was within Sight of our intended Port; yet, by cross Winds, we were obliged to stand off to Sea for some Time, before we could enter it; yet the Danger of the Passage being, as we well hope, altogether over, I send this Letter to certify you as much, that you you need not perplex yourself with needless Fears, and to assure you, I and my Fellow Sailors, are not only in Health, but in Hopes to gain no small Advantage by this Voyage. Pray let not the Thoughts of our returning the same Way we came, nor the Fear of encountering the same Dangers, oppress your Mind; for I assure you, it will be far otherwise, considering the Difference of the Season, as to its Calmness; yet let me, however, have the Benefit

Choice Lectures on several Occasions. 83

of your Prayers, and the unalterable Continuation of your Love and Constancy, tho' absent: And so with my kind Love and Respects to all our Friends and Relations, I conclude, yet continue to be,

Your ever-loving Husband,

*From the Coast of
Guiney, May
20th, 1754.*

G. K.

*LETTER of Consolation to a Wife, who supposes her
Husband, by Reason of his long Absence, to be dead.*

Madam,

I Am not insensible, by the Wrong I perceive your Eyes have suffer'd, that you afflict yourself in private Mourning, like the Widow Turtle, who has lost her Mate; nor can I, with Reason, at this Time, expect that your Heart should overflow with Joy, since you are deprived of the Society of all you hold dear on Earth: Yet consider with yourself, and muster up the whole Faculties of your Soul, to aid your Reason against the invading Passion that sinks your Spirits thus low: Think with yourself, That he for whom you grieve, may yet be in the Land of the Living, tho' detained by some cross Accident; that he may suddenly appear like the Sun, after a long overcasting of Clouds and Mists, to fill your now-afflicted Heart with Joy and Gladness, for you cannot let it sink into your Mind, that these Delays proceed from him, on purpose to try your Faith and Constancy. No, Madam, he doubtless knows them to be candid and unalterable, and no doubt, if alive, grieves more than you for the Divorce, as being sensible what Storms of Grief it raises in the Soul of her, whose Afflictions he counts his own. But suppose the worst, if he be dead, and some Tomb or Wave do incircle him, whom you in willing Arms have long wish'd to enfold; in that Case, submit to the Will of Him who is the Great, the Wise Disposer of human

84 *Choice Letters on several Occasions.*

Affairs, and be not sorry, as Men without Hope, for those that die in the Lord; for they rest from their Labours, and their Works shall follow them. Yet, I do not forbid you to cherish his Memory, but, however, to rejoice, That you shall one Day meet again, in this World, or in the World to come. And so in Expectation to find your Sorrows moderated and abated, I continue to be,

Madam, Your Cordial Friend,

To serve you in all I may, G. G.

LETTER from one Sister to another, to enquire of Health, &c.

Dearest Sister,

YOUR not writing to me in so long a Time, puts me somewhat in doubt, That either you are not in Health or that some unhappy Accident has fallen out: Wherefore, to remove my Fears, pray, with the first Conveniency, to be so kind as to send me a Letter, by which I may be made sensible how it fares with you. And moreover, forget not to let us know how our Friends and Relations are, as to their Health and Welfare: And in so doing, you will very much satisfy and oblige her, who is,

Your Loving Sister, M. H.

A N S W E R.

Kind Sister,

I Cannot but return you my hearty and unfeigned Thanks for your Care and Regard towards me, and must at the same Time beg your Excuse, that I have been so negligent as not to write to you. I must confess I had no want of Opportunity; but hoping you will pardon what is past, I shall be more diligent for the future. As to what you desire to know, these are to certify you, That myself, together with all our Friends and Relations are in perfect Health, and desire most kindly to be remembered to you, not being a little glad after so long Absence, that they have

the

the Opportunity to congratulate, though at a Distance, your Health and Welfare. This being all at present, I rest,

Yours in all kind of Love, O. P.

LETTER to a Father, complaining of his Son,
SIR,

HAVING received divers Injuries and Wrongs, by the Means and Encouragement of your Son, I thought it convenient before I enter'd upon a Courte or Way of redressing myself, for the Love and Respect I bear towards you, to acquaint you therewith, that peradventure, your Commands being laid upon him, he may make a speedy Restitution and Acknowledgment, whereby my Credit and Loss may be repaired, and I forget what has pass'd; but if these Things be denied or delayed, then without any Regard I might otherwise have had for him, being your Son, I shall take such Measures for redress and Reparation, as my Reason shall inform me are best. Thus much having thought fit to acquaint you with, I conclude, subscribing myself,

Sir, Your very loving Friend, H. O.

A N S W E R.

SIR,

I Am sorry to hear the Complaints you have made against my Son, (whose Respect and Carriage towards you I could have wish'd otherwise) however, assure yourself, there shall be nothing wanting in me to bring him to a sensible Acknowledgment of his Folly and Ingratitude: For, I do assure you, Sir, by the Ties of our Friendship, that I resent the Affront done to you do less than if it had been done to myself and will no sooner pardon it: Wherefore, be assured, I will not delay to do you Right and Justice. All which, Sir, I must take Liberty to subscribe myself,

Your Friend and Servant, G. G.
LET

86 *Choice Letters on several Occasions.*

BETTER from one Gentlewoman to another, recommending a Maid Servant to her, &c.

Madam,

I Have made bold to recommend the Bearer hereof to you, hoping you will entertain her in the Nature of a Servant: As for her Qualification in whatsoever Employ she will undertake, let my Word be her Security for her Performance, her Abilities being very well known to me; and for the Truth, it has hitherto been unquestionable. Wherefore, submitting the rest to your Discretion, I take Leave to write myself,

Madam, Your very humble Servant, M. P.

A N S W E R.

Dear Madam,

I Cannot but in Gratitude return you Thanks for the Kindness you have done me; yet at the same Time must acknowledge that too small a Requital, not only for this, but the many Favours you have done me, for which I stand indebted to you; wherefore I must make it my Study, how, in some better Way I may make you a Requital, and till then remain,

Madam, Your most obliged Servant, E. R.

A Letter requiring the Payment of Money, which may stand good in Law, &c. as a Receipt.

SIR,

I Find, upon the stating the Accompts between you and me, that several considerable Sums of Money are due to me from you; wherefore, having preferred Occasion for Twenty Pounds, I would desire you to send it me by the Bearer hereof; and in so doing, you will very much oblige me: For, indeed, I would not have given you this Trouble, had not the Business been urgent. As for the Payment thereof, this Letter, and the Bearer's Acquittance shall be your sufficient Security and Discharge. In Witness whereof

I have

I have hereunto set my Hand this——Day of——
Anne——
James Wakewell.

LETTER to require a Guardianship, &c;

SIR,

I Understand my very good Friend Mr. B——, is departed this Life, and as I well hope; and most heartily wish, gone to a better, wherefore as it was his frequent Desire, whilst he was living, that if he shanc'd to die suddenly (as now, to my Grief I am inform'd he did) That I would, as a Friend in whom he repos'd much Confidence, take his Infant Son to my Care and Protection, till he arrive at Years of Maturity: Now know, that in Compliance with his Desires, I make it, Sir, my Request, that he may be sent to me; by which means an Opportunity may be put into my Hands, and Power to express in the Usage and tender Care of the Son, the Love and Respect I bore to the Father. And so in hopes you will fulfill my Request, I remain,

Your Friend to serve you, T. B.

LETTER from a Son at School to his Mother.

Ever-honoured Mother,

I Think myself in Duty bound to send you these Lines, as indeed I frequently ought to do, that I may put you in mind of my Duty, and the just Acknowledgments I make of your Love and tender Care over me: But especially that I may, at the Return of the Bearer, be informed of your Health and Welfare, in which I must confess, all my Joy and Happiness on this Side Heaven consists, as publicly owning, that next to God, I owe my Life and Felicity to you, and in your Happiness can only rejoice: For the Continuation of which, my Prayers shall at no Time be wanting, nor my Endeavours to perform whatever your Commands shall enjoin me, as far as it lies in my Power. And so I take Leave to subscribe myself,

Your most obedient and dutiful Son, T. L.

88 *Choice Letters on several Occasions.*

LETTER of Trade and Commerce.

SIR,

I Send you with this Letter, the several Goods you bought of me, with a Bill of Parcels inclosed, whereby you may understand the several Prices; and as for the other Goods I promised to procure you, I cannot as yet furnish you with them, forasmuch as they are not yet taken up, but are expected daily to be landed. Wherefore, assure you self, I will not suffer you long to be without them, but will make it my constant Business to serve you in that, or any Thing else you shall command, that lies in my Way. Wherefore taking Leave at present, I remain,

Sir, Your most humble Servant, T. L.

Letter of Acknowledgment.

SIR,

THESE are to certify you, That I have received the Monies and Good according to your Order, and am not only bound to confess myself highly obliged to you for so great a Kindness, but promise to make good Payment and Return, whensoever it shall be your Pleasure to demand it. And when I have done that, I must still remain a Debtor to your Generosity, and ever own myself,

Sir, Your obliged Servant, G. O.

Letter of assured Friendship.

SIR,

I Understand that you have some Scruples, Whether the Marks of my Friendship are real or no; truly I ought to blame you for doing me so much Injury. If you knew me better, you would, doubtless never have harboured the least Thought of that Nature; but perhaps you do it to try my Temper. Well, sir, notwithstanding what has already past, I again give you my Word, in the Sacred Name of Friendship, that I am entirely yours, and beg that you will

G. O.

satisfie yourself, That nothing is in my Power But what you may command ; and so I rest,

Your affectionate Friend, T. S.

LETTER of Consolation to one in Prison.

SIR,

I Cannot but condole your unhappy Condition : And as I had the Happiness to participate in your Prosperity, so give me Leave to share with you as a Friend, and bear a Part as much as may be in your Sufferings ; and I intreat you, how grievous soever such a Restraint may prove to so noble and generous a Soul as yours, that you wou'd not afflict yourself, but bear, with your wonted Patience and Bravery, this your Misfortune, and as a true Christian, what cannot, at present, be helped or redressed, considering that such Casualties and Mischances frequently besal Mankind ; and let it more immediately, Sir, be your Comfort and Consolation, that it happens not by any Neglect or Extravagance of your own, that your Porture and Circumstances are sunk thus low, but by inevitable Losses and Mischances that have even conquer'd your Diligence and baffled your Industry, insomuch that I think I may say, That Fortune herself strives against you. However, be not any ways cast down, but think that you may yet live, not only to overcome the Storm of Adversity, but to see many prosperous Days. Remember the Eclipse Holy Job suffered, and with him also be comforted, That your Help is in the Lord, and that God will not leave nor forsake those that trust in him. These Things I thought fit to put you in mind of, in hopes they may establish you in an unconquerable Resolution to undergo what is laid upon you : till it can be redressed : And so till I have the Opportunity to pay you a Visit, I take Leave to subscribe myself,

Sir, Your Constant, and

Faithful Friend to serve you, J. S.

Letter

90 *Choice Letters on several Occasions.*

Letter to congratulate a Party upon his overcoming any Danger, or being freed from Trouble, &c.

S I R,

I Am not a little overjoyed that the Opportunity is put into my Hands, whereby I have Leave to express how much I am concerned for your Deliverance, the News of which was more pleasing to my Ear, than the Sounds of melodious Musick; banishing at once from my Heart the Sorrow and Melancholy my Fears had created on your Behalf, and re-established in their Places, that Tranquillity of Mind, that renders me all Joy and Lightfomeness, more perhaps than I can reasonably expect should gain Belief, were it related; however, I shortly intend, God willing, to wait upon you, and express myself in another Manner. Till when,

Sir, I am, Your loving Friend,

And very humble Servant, C. C.

LETTER from a Wife to her Husband, accusing him of Delay.

Dear Husband,

I Take this Occasion to write to you, that I may put you in mind of the Promise which you made to me of returning at a certain Day, which is now past, and yet I do not hear of any Certainty when you will be with me; wherefore I cannot but tax you with Unkindness, unless that I should flatter myself that some new Occasion of Delay has happened, or some cross Accident hath fallen out; and if so, yet methinks you might have been so just to my Fears as to send me Word, that being thereby better satisfied, I may restrain the Disorders that sundry Conjectures have aised in me, nor would you sure have delayed it, if you knew, or were sensible of the Afflictions I undergo, by being hurried upon Uncertainties, especially if the Ties of our former Love has suffered no Violation, or is not on your Part chill'd with

Choice Letters on several Occasions. 91

with the Blasts of Coldness and Indifferency. However, let me at least hear from you, that I may rest better satisfied, and until then, I remain,

Your loving Wife, S. P.

A N S W E R.

Most Loving Wife,

I Received your Letter, wherein you spare not to accuse me of Neglect, in which indeed I will not altogether undertake to justify myself, especially in Part which relates to my not sending to you, tho' it rather happen'd thro' Hurry of Business, and Affairs that I have unexpectedly met with, than thro' any Coldness or Disrespect for her, whom I sincerely profess to love and esteem above all earthly Things. Therefore let me intreat you to calm your Fears, and add a little to your Patience for a few Days, at the End of which I shall not fail to be with you, and render you a better Account of my Business, as I well hope to your Satisfaction; till then I heartily subscribe myself,

Your kind and ever-loving Husband, E. C.

Letter of Compliment from one Gentlewoman to another in excusing a Visit.

Madam,

I Profess I know not how sufficiently far to express myself in such obliging Terms, as may be sufficient or capable of carrying along with them so much as the Face of an Excuse for the late unseasonable Visit I gave your Ladyship, tho' when I consider your good Nature, Gentleness, Generosity, and Easiness to pardon and forgive, I lay a Stress somewhat bold upon the Lines which I send to plead for me, and on my Behalf: However, if you forget my unbecomly Intrusion, I have thus much to say, That I must wholly attribute it to your Goodness, and shall never cease to be an Admirer of your Virtues, whilst I am,

Madam, Your faithful Friend to serve you, G. G.

A N S W E R.

A N S W E R.

Dear Madam,

YOU need not have strained yourself to excuse what I never thought a Crime, but rather look'd upon as a great Honour and Favour, being proud that you would grace my Habitation with your Presence. I might indeed excuse myself upon so sudden a Surprise, for the poor Entertainment I could accommodate you withal; but I hope you'll be so favourable to me, as to guess at my good Intention, by the Ambition I have to be,

Madam, Your most obliged Servant, M. L.

*LETTER of Instruction to a Young Gentlewoman.**Madam,*

HAVING had the Honour not only to be acquainted with yourself, but like wise with the rest of your good Family, I cannot but express the Zeal I have to serve a Gentlewoman of such promising Towardness, as your Years give such a lively Earnest to hope; and therefore thought fit to let you know, that it is the Desire of your Parents that you should be with me, in order to be instructed in such Things as may render you more accomplish'd. And indeed it is not the least of my Happiness, that it is in my Power, through my Labour and Industry, to contribute any Thing to your Advantage; so let me intreat you not to delay coming to me with the first Conveniency, nor doubt to find such civil and welcome Usage, as I hope will be pleasing and agreeable to your Humour and Constitution: Wherefore, in Expectation you will comply with the Desire of your Parents, and render me happy in your Conversation, I remain,

Your real and affectionate Friend, R. P.

A T T E N T I O N

L E T

A LETTER written to reclaim Youthful Extravagancy in a Son, &c.

SON,

THE unhappy Report of your Vagaries, and wild Extravagancies having reach'd my Ears, I could no longer refrain to let you understand, That I resent them very heinously, and am altogether displeas'd, That you should give up the Prime of your Years to such Follies as you stand charged withal; especially when I expected other Fruits of my Labour and Care, to render you such an one as might be a Credit, rather than a Reproach to me, you little deserving the Cost I have from Time to Time bestow'd upon you in Learning, and other Things, to fit and qualifie you for Employments, that might not only prove profitable, but render you accomplish'd: Nor is it the smallest Part of my Grief to hear, that you are addicted to Drinking, and utter prophane Words and Expressions, altogether unbecoming a Gentleman: Wherefore I comure you, by all the Bonds and Ties of Nature and Affection, by which you stand bound and obliged to me, That you speedily reform your Ways and Actions, or expect to be ever disowned and rejected by,

Your incens'd Father, W. P.

LETTER of Thanks for an Advancement.

SIR,

THE Credit of your Letter having procured me what I desired and so earnestly wish'd for, I should prove myself very ungrateful, if I should any longer delay to make an Acknowledgment of your Favour, wherefore I took the Boldness to send you in this Paper my hearty and unfeigned Thanks, confessing them at the same Time, as I always shall be ready to do, a poor and unworthy Return for so great a Kindness; however, I must intreat you, till I am in a Capacity to send you a more suitable Acknowledgment,

to

94 *Choice Letters on several Occasions.*

to accept them, or at least entertain them as a Pledge of my Respect, till my future Endeavours speak more largely the Sentiments of my Soul; and till then, all I can do more, is to subscribe myself,

Sir, Your most devoted Servant, T. R.

A N S W E R.

S I R,

THE Acknowledgment you have already made me, deserves a greater Favour than any Thing that is in the Compass of my Power can oblige you withal, and it is not the least of my Happiness, that it so luckily came into my Mind, to think of the Way I did to oblige you; nor shall either my Studies or Endeavours be wanting to serve or oblige you in what I may, tho' I dare not imagine it will ever be in my Way to do for you according to your Worth and Merit; however, let it be taken in good Part, that nothing shall be wanting in me as far as my Ability or Interest will any ways contribute to your Welfare; nor let it at all concern you to make any further Requital for what is past, seeing, I voluntarily own, that I am already more than rewarded, if we come to weigh the Merit of so trivial a Thing. And so, Sir, making it my Study to find out new Ways to oblige you, I remain,

Your cordial Friend, and most humble Servant, B. L.

LETTER to congratulate a Person upon his Return out of Foreign Parts, or from any long Journey.

S I R,

I Am overjoyed at the News of your happy Return, and the more, because the Assurance I have of your safety has banished those Fears that oppressed me when you were absent, lest some Mischance or sad Mishap had befallen you; yet at the same Time I must accuse myself for sending you a Paper, when indeed, I ought to have waited upon you in Person, tho' in my Defence I can say thus much, That had

not extraordinary Business detained me, I had not failed to have been with you; however that Business once dispatched, I will no longer delay my coming, to let you, by Word of Mouth, more plainly know how much I am,

Sir, Your very humble Servant, T. B.

Letter to congratulate one recover'd from Sickness, &c.

SIR,

I Send this Paper to let you know, That I am not ignorant of your Recovery from the dangerous Sickness, which to my very great Sorrow, I perceived the last Time I was with you, had brought you in a Manner to the very Brink of the Grave, tho' I must acknowledge you made the best of it, by bearing your Afflictions with invincible Patience, and made your Sufferings seem light, because you would not see the Afflictions of your Friends, who incumbered you with their Lamentations; But now the Storm is over, and all is calm again, What can they or I do more than rejoice? Like Mariners, that after a tedious and threatening Tempest, have brought their Ship safe into Harbour, and have Leisure to refresh themselves on some hospitable Shore, it happens with us who after much Perplexity and Disquiet of Mind, have at last found Ease and Refreshment in the Recovery of our Friend; the which I heartily wish may continue, and in Hopes thereof, I flatter myself with a more than ordinary Felicity, and am,

Sir, Your Constant and Faithful Friend, C. C.

Letter of Intreaty to ask a Favour, &c.

SIR,

BY Your reiterated Favours, and frequent Promises of Kindness, I am embolden'd once more to press and intrude upon your good Nature with a farther Request, the Purport of which is, That you would be pleased to send me by this Bearer the Sum of Twenty Pounds: Though, indeed, I cannot, considering the

fre.

96 *Choice Letters on several Occasions.*

frequent Obligations you have laid upon me, ask it without a Blush; however, my Necessity compels me to it, and all I can say for myself is, That, besides my denominating you the best of Friends, I must make it my Business to inform myself how I may in some Measure gratify you for the Benefits I have already receiv'd, and ever remain,

Sir, Your most obliged Servant, T. K.

LETTER of Thanks for a Present receiv'd.

SIR,

SHould I be wanting to return you my Thanks for the Present you sent me, I might be censur'd, not only to be unworthy of it, but likewise of your Favour and good Opinion, which I most of all esteem; and therefore to avoid any such Misfortune, I send this Paper as the silent Messenger of my unfeigned Thanks and good Wishes towards you, not doubting speedily to give a better Demonstration of the Esteem I have for you, and the Respect I bear you: However, hoping as a Friend, you will be pleased, at present, to take this in good Part, I rest till a better Opportunity enables me more fully to express myself,

Sir, Your most devoted Servant, B. P.

*Thus, Reader, my First Task is at an End,
Which I as useful to the World commend:
Yet, leaving it for these to judge who read,
I now to Things as Useful do proceed.*





Stiles and Titles of Honour, &c. or, True Instructions for External and Internal Supercriptions and Subscriptions of Letters, according to the best Rules and Methods in Use amongst the most Ingenious Secretaries.

READER,

HAVING given you a Prospect of the Intent, Purpose, sundry Kinds, and Management of Letters, as to *Matter and Form*, &c. Together with *Examples* of the most curious Letters of all Kinds, especially such as are necessary for the intended Purpose and Design: I think it fit to add more Curiosities, so that nothing may be wanting that is any ways suitable or convenient, *viz.*

I. When you write to any Person, if you would have it well accepted, you must consider his or her Title, Degree, or Alliance, and so frame your Compliment, Supercription, and Subscription accordingly: And that you may know how to distinguish in this Case, as to Titles of Honour or Respect, take Notice in your Addresses this Form is mostly in Use, *viz.*

To the King, Sir, or, *May it please your Majesty*; and sometimes, *Sacred Sir, Dread Sir, Liege Lord, &c.*

To the Queen, Madam, or, *May it please your Majesty*, or, *Most Sacred Majesty*.

To the Prince; Sir, or, *May it please your Royal Highness*.

To the Princess; Madam, or, *May it please your Royal Highness*.

E

T.

98 *Stiles, and Titles of Honour, &c.*

To a Duke, *My Lord*, or, *May it please your Grace.*

To a Dutcheſs, *Madam*, or, *May it please your Grace.*

To a Marquis, *My Lord*, or, *May it please your Lordſhip.*

To a Marchionefs, *Madam*, or, *May it please your Ladyſhip.*

To an Earl, *My Lord*, or *Right Honourable.*

To a Counteſs, *Madam*, or, *Right Honourable.*

To a Viſcount, *My Lord*, or, *Right Honourable.*

To a Viſcounteſs, *Madam*, or, *Right Honourable.*

To a Baron, *My Lord*, or, *May it please your Lordſhip.*

To a Baroneſs, *Madam*, or, *May it please your Ladyſhip.*

To a Baronet, *Sir*, or, *May it please your Worſhip.*

And to his Lady, *Madam*, or, *May it please your Ladyſhip.*

To a Knight, *Sir*, or, *Right Worſhipful.* And to his Lady, *Madam*, or, *May it please your Ladyſhip.*

To an Eſquire, *Sir*, or, *May it please your Worſhip.*

And indeed, *Sir*, or, *Much Honour'd*, is uſed to Gentlemen in general; as *Madam*, or, *May it please you*, *Dear Miſtreſs*, is uſed to the contrary Sex of any Degree, inferior to what I have named: Though in Caſe of writing to a Duke, thoſe that will ſtrain to the Height, ſtile him, *Moſt High, Potent, and Noble Prince*; and to a Marquis, *Moſt Noble and Potent Lord*; and the ſame to an Earl; as alſo to a Viſcount, they give the Title of *Right Potent and Noble Lord*, and to a Baron, *Moſt Noble Lord*; and ſo to the reſt in Order, according to their Dignity or Degree, nay, according to their Advancement, and Places of Honour; for altho' they may be of a meaner Quality, yet their Places of Honour and Truſt may equalize their Titles, during the Continuation of that Preferment. As when *Lord Chancellor*, or *Lord Keeper of the Great Seal*, *Lord Treafurer*,

Stiles, and Titles of Honour, &c. 99

Treasurer, and Lord Privy-Seal, takes Place next the Princes, &c. of the Blood Royal; and so as the former, in respect of their Offices, the *Lord High-Chamberlain of England*, the *Lord Steward of the King's Household*, and the *Lord Chamberlain of the King's Household*, takes the Place of Earls, and are stiled, in what Degree soever they are, *Right Honourable*, &c. Nor can I imagine it less than commendable, for Inferiours rather to super-abound, than lessen or detract from the *Titles of Honour*, or *Respect* they ought to have for their Superiours.

There are other *Titles* which are proper external *Superscriptions* of such, whereby the Letter is directed, if it be not sent by a special Messenger, and many Times not amiss to be inserted, altho' the Messenger be special, and then to be written upon a Paper that covers the Letter, the Enclosure not being sealed, to prevent tearing, as often in other Cases it happens: And these are as follow, seldom varying, unless some Addition be made in respect of *Titles* centring in one and the same Person, which is frequently left to the Discretion of the Subscriber, &c.

To the King, or, *To his Most Excellent Majesty*; or, *To his Most Sacred Majesty*.

To the Queen, or, *To the Queen's Most Excellent Majesty*.

To the Prince, or, *To his Royal Highness*.

To the Princess, or, *To her Royal Highness*.

And in Case of the Lords Spiritual, *viz.*

To his Grace the Lord A. B. of Canterbury.

To his Grace the Lord A. B. of York.

And frequently the Stile is, *To the Most Reverend Father in God*, &c. If to other Bishops, *To my Lord*, or, *The Reverend Father in God*, &c. And to the other inferior Clergy, *Reverend Doctors* or otherwise, according to their Degree and Quality. But if you write to a Temporal Lord, you must vary the Stile after this Manner, as,

To his Grace the Duke of B.

To the Right Honourable the Marquis of H.

100 *Stiles and Titles of Honour, &c.*

To the Right Honourable the Earl of S.

To the Right Honourable the Lord Viscount M.

To the Right Honourable the Lord H.

Nor ought the Sons of the Nobility to be dignified (tho' not the immediate Heirs) with less than the Title of *Honourable*, as being their Due by Birth-right; and to a *Knight* and *Baronet*, by Virtue of his Patent, the Title of *Honourable* and *Right Worshipful* is given. As likewise the latter to a *Knight*, and *Worshipful* to an *Esquire*.

Every *Privy Counsellor*, though not a Nobleman, is stiled *Right Honourable*; all *Ambassadors* have the Stile of *Excellency*; as likewise has the *Lord Lieutenant of Ireland*, and the *Captain General of his Majesty's Forces* when in Being. Nor has the *Lord Mayor of London*, during his Mayoralty, a less Title than *Right Honourable*, and the *Sheriffs* during their Office, are stiled *Right Worshipful*; nor does any Thing less than the Title of *Esquire* extend to the Mayors of any Corporation, &c. after their Mayoralty is expired. As for *Titles*, or rather *Complimental Civilities* due to Persons of lesser Rank, I leave them to the Discretion of the Writer, to suit them according to their Dignities, or the Occasion of his Writing; and so I proceed to other Matters necessary to be known.

~~~~~

Subscriptions, and other curious Matters worthy the Notice of the READER; together with Directions for Pointing and Noting the Stops, &c.

**A**S for *Subscriptions* (which are those that are written under the Letters) they are no other than the Compliments of Writers to which their Names are affixed, yet ought to express in some Measure the Quality of the Person, by owning Superiority in him to whom the Letter is directed, or a Power and Authority in him who writes it, over him to whom it is written; on the other Hand, *Friendship*, *Equality*, or *Familiarity*.  
When



When we write to Persons of Quality, we leave a large Distance between the Body of the Letter and the *Subscription*, which signifies the greater Respect. And if Letters of Business, or from any strange Place are required, you must on the Left-hand set down the Date of the Month, and the Name of the Place from whence you send it. Wherefore, having thus hinted it, I leave the rest to the Discretion of the Writer, ever minding to write in such a Stile as may be most suitable to the Capacity of those he writes to, and suitable to the Business or Affair he writes about, not affecting any Singularity or Formality, nor making too often a Repetition of unnecessary or affected Words: Considering in the most seemly Manner, to suit what we write, as before I have hinted, to the Capacity, Quality, Sex and Age of the Person to whom it is intended. Nor must Brevity and Plainness be rejected; no, nor Fairness in Writing, especially by those who are not much incumbered with Business, and have Time to deliberate on it: For by so doing, together with *True Spelling*, great Applause is frequently gain'd; nor must the making up or sealing be uncomely: But that which among the Learned is accounted the most necessary Thing in Writing is the *Art of True Pointing*; and because many are ignorant therein (by which means their Letter may bear false Constructions, and so disappoint their Expectations) I shall give some brief *Directions* to that Purpose.

*Directions for True Pointing.*

THE *Points* or *Stops* are principally Six, and are Characteriz'd in this Manner, as they are generally found, both in Writing and Print, tending to the great Advantage of either.

- |                |   |                              |
|----------------|---|------------------------------|
| 1. A Comma     | , | 4. A Period                  |
| 2. A Semicolon | ; | 5. An Interrogation?         |
| 3. A Colon     | : | 6. An Admirati <sup>on</sup> |

## 102 *Directions for True Pointing, &c.*

A *Comma*, ( , ) being the first of these, though by some, 'tis held the least significant, is most frequently used; for requiring little or no Breathing or Pause, it is the oftner used; and that principally for the Smoothness and Intelligibleness of Style.

A *Semicolon* (;) is that which carries a greater Stress than the former, both in relation to the Sense and Pause, and is a Medium between a Comma and a Colon; of late Invention: For, indeed, anciently there were no more Points than a Colon or Period, except the Sentence was Interrogatory or Exclamatory.

A *Colon* (:) was properly used, when the Sentence was not spent or ended, tho' the full Sense was expressed, but now much oftener in use, by reason of the Accession of new Points.

4. *Period or Full Point* (.) is placed where the Sentence or entire Sense ends, not needing any further Explanation.

5. A Note of *Interrogation* (?) or asking a Question, is placed at the End of a Sentence, which demands a Question, and requires an Answer, &c.

6. A Note of *Admiration* (!) is when any Person expresses himself in Wonder and Extacy, with lifted Hands or Eyes, &c.

There are besides these, Thirteen other Notes commonly used, tho' not so frequently, nor indeed are they so necessary as the former: However, I shall set down their Characters, and shew their Use, &c.

|                         |   |                         |     |
|-------------------------|---|-------------------------|-----|
| 1. An <i>Asterism</i>   | * | 8. An <i>Index</i>      | †   |
| 2. An <i>Hypocoon</i>   | ~ | 9. A <i>Parenthesis</i> | ( ) |
| 3. A <i>Caret</i>       | ^ | 10. A <i>Crotchbet</i>  | [ ] |
| 4. An <i>Obelisk</i>    | † | 11. A <i>Section</i>    | §   |
| 5. A <i>Separation</i>  | — | 12. A <i>Paralell</i>   |     |
| 6. A <i>Quotation</i>   | " | 13. A <i>Paragraph</i>  | ¶   |
| 7. An <i>Aposirophs</i> | ' |                         |     |

1. An *Asterism* (\*) or *Little Star*, is frequently used when any Sentence or History is alluded to, or may be compared with another.

2. An

## *Directions for True Pointing, &c.* 103

2. An *Hypphen* or *Division* ( - ) is of no other Use than *Connexion* (as *Burnt-Offering*) or when at the End of a Line it directs half a Word to the other Half in the next Line

3. A *Caret* (Λ) is to no other End, than to mark where Words that are left out and interlined, ought to come in.

4. An *Obelisk* or *Dagger* (†) is generally used to refer from the Substance to the Matter in the Margin, in comparing the Signification of the Word in several Languages.

5. A *Separation* (—) as I have hinted, divides or directs to a Word, which is half in one Line, and half in another.

6. A *Quotation* (") is, when a Party borrows or cites the Words of another, they being expressly the same.

7. An *Apostrophe* (') is the cutting off a Vowel for Shortness, and is most commonly used in Verse.

8. An *Index* (☞) is used to mark or point out some notable Sayings, or the Stress of the Matter.

9. A *Parenthesis* ( ) denotes the inclosed Words to sound somewhat different from the rest, which indeed are properly Sense without them and altogether coherent, but the Expression of the Matter not altogether so plain and effectual.

10. A *Crochet* [ ] differs little from a *Parenthesis*, and is frequently used when some extraordinary Word is to be noted, and for the immediate Remark-like is included, and sometimes a whole Sentence; but, indeed, is frequently used to explain the Meaning after a *Parenthesis*.

11. A *Section* (§) is when a large Discourse or Treatise is divided into many Parts, and takes its Name from cutting or dividing, &c.

12. *Parallels* (||) are placed, to compare the Significations of several Texts or Interpretations of Words of divers Languages, bearing one and the same Meaning, tho' somewhat differing in the Expression.

13. A *Paragraph* (¶) is no more than a compact

## 104 *Directions for True Pointing, &c.*

Number of Lines, the which, altho' they are placed in a large Volume, refer to no more but themselves, as being entire and independant, as we vulgarly call it; they make a Story of themselves, and in this Case, the Mark abovesaid, precedes the first Sentence. And indeed, these Points, especially the former Six, are so necessary, that many Times for Want of them, the Sense may be mistaken, or the true Meaning of it perverted, even to the Prejudice of the Writer: Nor was any thing more the Occasion of the Mistakes of those who consulted the Oracles of Old, than the Want of a true Observance of the Points, by Reason that the Sentences delivered at their Answers, commonly bore a double Construction and Meaning.

And never was the Fallacy of Pointings, or Ambiguity of Phrase more mischievously used than in the Destruction of King *Edward* the Third, and likewise Defence of the Contrivers of that Horrid Parricide; for, it is said, that a Bloody Sophism, conceived in these Words was sent

*Edwardum occidere nolite timere bonum est.*

*To shed King Edward's Blood*

*Refuse to fear I count it good.*

The Comma, [, ] after *nolite*, bids them not to make him away; But after *timere*, insinuates a plain Encouragement to the Fact.

*Thus, Reader, having my first Task fulfill'd;*

*I to your Hands the fragrant Garland yield,*

*Adorn'd with Roses, deck'd with Lillies round,*

*Such as in Ages past were never found.*

*And though they in their Native Garb appear,*

*No Thought can form, with Reason, what's not here.*

*In all I promis'd, you will find me just,*

*For which I beg to gain a farther Trust.*

*I beg once more those winding Paths to tread,*

*That to the various Lands of Profit lead,*

*To bring from thence rich Wares, as needs must be,*

*Grateful to Mankind in a great Degree.*

***End of the FIRST PART.***





## PART II.

*Useful and Advantageous* INSTRUCTIONS for the Making all such Legal Writings as are commonly in Use: Most fit, and chiefly design'd for such as are unskilful in that Way; to be made Use of upon any sudden Emergency, and to supply the Occasions of Friends, Neighbours, &c. in Case of the Want of a Scrivener.

HAVING given such Necessary Instructions for Writing Letters, and the Art of managing them to the highest Degree, in what relates to common Affairs, being further confident that Matters whereby Conveniency, Profit, and Advantage may arise are ever the most acceptable. I have in this SECOND PART thought fit to proceed, in order to what cannot reasonably be supposed to fail my Expectation, but rather to heighten it, and give the Reader and Practitioner (in such Affairs) all imaginable Satisfaction, by setting down, in the exactest Manner the most legal Forms of such Writings as are commonly in Use between Man and Man, &c. with many other Things of the like Nature, whereby an indifferent Scholar may be enabled, upon any Emergency, to supply the Wants and Operations of his Friends, Neighbours, or any other Persons, without the Assistance and Charge of a Scrivener or Attorney, who are not at all Times, nor in every Place to be found. But no longer to prologue upon a Matter of so much Importance, that is able to speak for itself, I shall proceed to what is Exemplary;

# 106 Usual Forms of Bills, Bonds, &c.

ry; and first I shall open my Design with sundry Forms and Acquittances to be given or taken, for the greater Safety and Security of the Person Paying or Receiving Moneys, either in the Way of Trade, Traffick, or upon any other Accounts whatsoever.

## *An Acquittance for Money paid in part of a Bond.*

**R**ecieved, May the second, 1754, of Oliver Williams, the Sum of Five Pounds, Ten Shillings and Sixpence, in Part of a Bond of Twenty Pounds, due and payable unto me on the twenty-eighth Day of March last past, and bearing Date the twenty-eighth of September in the Year of our Lord God 1754. In A knowledgment of which Receipt of the said sum of Five Pounds, Ten Shillings and Sixpence, I have hereunto set my Hand, the Day of the Date and Year first above mentioned.

l. s. d.  
05 10 06

*Witness*

Thomas Leighton.

Abraham Cornelius.

*Receipt or Acquittance to be given by an Apprentice, Clerk, or Menial Servant, on the Behalf of his Master, &c. when authorized so to do.*

June the First Day, 1754.

**T**hen Received of Mr. Will Jones, the Sum of Five Pounds, Ten Shillings and Sixpence, being in part of other Sums and Accompts, yet depending and remaining unpaid. I say Received for the Use of my Master, Thomas Grant.

l. s. d.  
05 10 06

By me Thomas Servewell.

Acquittance

*Acquittance in full for Money in the Way of Trade  
or Lent without any Obligation.*

May 3, 1754.

**T**hen Received of Mr. John Pay-  
well, the sum of Ten Pounds,  
due from him to me upon Ac-  
count, and is in full for all, and all Manner of Debts,  
Dues, Demands or Accompts, due from  
him to me, or any ways depending be-  
tween us, which in Law or Equity I can  
justly or lawfully demand, or lay Claim  
to. In witness whereof I have set my  
Hand, the Day of the Date and Year  
above mentioned.

l. s. d.  
10 00 00

Witness,  
Alexander Summerton.

Arthur Rainer.

*Acquittance in full for Rent.*

May, Sixteenth Day, in the Year of our Lord, 1754.

**T**hen Received of Mr. John House-  
man, the Sum of Seven Pounds  
Ten Shillings in Money, and Ten Shil-  
lings more, which I have set off and dis-  
counted for, and in Consideration of his  
paying so much Taxes on my Behalf;  
which said Sum of Eight Pounds is in  
full Payment for a Quarter's Rent, due  
from him to me (for the Messuage or  
Tenement in which he now dwelleth) at  
the Feast of the Annunciation of the Ble-  
ssed Virgin, last past. In Acknowledg-  
ment and Witness whereof, I have set my  
Hand, the Day and Year of Date a-  
bove-mentioned.

l. s. d.  
08 00 00

John Fenton

# 108 Usual Forms of Bills, Bonds, &c.

## Another Acquittance for Rent.

**R** Eceived May the Fifteenth, 1754, of *James Bragbill*, the Sum of Twenty Pounds, being in full for half a Year's Rent, due at our *Lady-Day* last past, from him to me, for his Farm situate in the Parish of *Mitcham*, in the County of *Surrey*. I say, Received,

l. s. d.  
20 00 00

By me *Andrew Jones*.

*A plain, short, and ordinary Acquittance, which may serve upon any Occasion.*

**R** Eceived, May the Tenth, 1754, of *Philip Smith*, the Sum of Twenty Five Pounds, Four Shillings, in full of all Accompts: I say Received

l. s. d.  
25 04 00

By me *Thomas Lendale*.

*Acquittance proper to be given by a Brewer's Clerk.*

*June the First, in the Year of our Lord God, 1754.*

**T** Hen Received of *Ralph Philpot*, for Ten Barrels of Beer, and Four of Ale, Ten Pounds, Ten Shillings, at Fifteen Shillings per Barrel; at which Time Ten Barrels of Beer and one of Ale rested upon the whole Account: In Consideration of the Receipt of which Sum, to the Use and Behoof of my Master, *Mr. Thomas Higdale*, I have in Witness thereof, hereunto set my Hand, the Date of the Day and Year above mentioned.

l. s. d.  
10 00 00

*James Nash.*

Acquit-



*Acquittance in full, on the like Account.*

**R** Eceived this Eighth of May, 1754, l. s. d.  
of William Lee Victualler, the Sum  
of Ninety Pounds for Ale and Beer, to  
him and to his Brother delivered by  
the Order of my Master, Mr. James  
Johnson, and is in full of all Accompts 90 00 00  
between the said James Johnson, and  
William Lee. In witness whereof I have  
set my Hand the Date of the Day and  
Year aforesaid,

*Walter Grimley.*

After this Manner, tho' with some Alteration, for  
Things that in Variety require to be mention'd as to  
their Name and Quality, may any *Acquittance* be  
made, tho' in Case of a full Payment; if in a Con-  
cern of Moment, nothing is more proper or safe  
than a *General Release*: which if given in the Pre-  
sence, and attested under the Hands of good Wit-  
nesses, may many Times secure the Party from Ca-  
vils or Exceptions that may be made or raised about  
the Insufficiency of an *Acquittance*: Wherefore I shall  
in the next Place proceed to give you the Form of  
that *Indemnity*, that is past any Peradventure of  
Defect, if leg. lly obtained, and truly dated.

*The Form of a General Release.*

**K** NOW all Men by these Presents, That I James  
Willis, of Gravesend, in the County of Kent,  
Mariner, have demised, released, and for ever quitted  
Claim, and by these Presents do Demise, Release, and  
for ever quit Claim to Christopher Bedrow, of the City  
of Canterbury, in the County aforesaid, Merchant, his  
Heirs, Executors, and Administrators, of all and all  
Manner of Action and Actions, Suits, Bills, Bonds,  
Writings Obligatory, Debts, Dues, Duties, Accompts,  
Sum

## 110 *Usual Forms of Bills, Bonds, &c.*

Sum and Sums of Money, Leases, Mortgages, Judgment by Confession, or otherwise obtained, Executions, Extents, Quarrels, Controversies, Trespases, Damages and Demands whatsoever; which in Law or Equity, or otherwise howsoever, I the said *James Willis* against the said *Christopher Bedrow* ever had, and which I, my Heirs, Executors or Administrators, shall, or may have, Claim, Challenge or Demand, for or by any Reason, Means or Colour of any Matter, Cause, or Thing whatsoever, from the Beginning of the World, to the Day of the Date of these Presents. In Witness whereof I have hereunto set my Hand and seal, this Eighth Day of *August*, in the Twenty-seventh Year of the Reign of our Sovereign Lord *GEORGE II* King of *Great-Britain*, &c. and of Man's Redemption, 1754.

*Seal'd and Deliver'd*  
*In the Presence of*  
*James Baker*  
*Tho. Singleton.*

*James Willis.*

As for this Form, it may serve upon any Occasion of this Nature, and include Two or more Persons, if the Matter require it, but then Names of the *Releasers* and *Released* must be inserted, with the *Place* and *County*, as also their *Quality*, and the Letter *I* must be changed into *We*, and *My* into *Our*, as also *His* into *Their*, &c. Tho' indeed, in such a Case, the Charge and Trouble not being great, each individual Person would be more assuredly secured, if he procured a *Release* in which himself is only included as the *Released*: However, for the better Satisfaction of those who would not be at so great a Trouble of writing that twice, which they imagine, and indeed may prove sufficient, having done it once amongst honest and well-minded Persons, I'll set down the Form of a *Double Release*.

*Usual Forms of Bills, Bonds, &c. 111*

*Form of a Release wherein more than One are included.*

**K** NOW all Men by these Presents, That we *George Hills*, of the Parish of *St John at Hackney*, in the County of *Middlesex*, Gent and *Thomas Clayton* of *Edgeware*, in the same County, Husbandman, have jointly and severally Remised, Released, and for ever quitted Claim, and by these Presents do Remise, Release, and for ever quit Claim to *James Percy* and *Samuel Simmons* of *London*, Gentlemen, their Heirs, Executors and Administrators, of all and all Manner of Action and Actions, Cause and Causes of Actions, Suits, Bills, Bonds, Writings Obligatory, Debts, Dues, Duties, Sum and Sums of Money, Leases, Mortgages, Judgments by Confession, or otherwise obtained, Executions, Extents, Quarrels, Controversies, Trespases, Damages, and Demands, which in Law, Equity, or other Ways whatsoever, We the said *George Hills* and *Thomas Clayton*, against the said *James Percy* and *Samuel Simmons*, ever had, and which We, our Heirs, Executors and Administrators shall or may have Claim, Challenge, or Demand, for, or by any Reason, Means, or Colour of any Matter, Cause, or any Thing whatsoever, from the Beginning of the World to the Day of the Date of these Presents In witness whereof we have hereunto set our Hands and Seals, this Twentieth Day of *May*, in the Twenty-seventh Year of the Reign of our Sovereign Lord King *GEORGE II.* by the Grace of God of *Great-Britain*, and in the Year of Man's Redemption, 1754.

*Signed, Sealed and Delivered*  
*in the Presence of*  
*John Lee.*  
*George White.*

*George Hills,*  
*Thomas Clayton.*

*A Most*

## 112 Usual Forms of Bills, Bonds, &c.

*A most exact Copy of a Letter of Licence, usually granting and allowing Time of safe Conduct to a Debtor, intapable of making present Payment; as in the Form will more plainly appear.*

**T**O all to whom these Presents shall come, We whose Names are here under subscribed and annexed, Creditors of *Humphry Baldwin*, Citizen and Grocer of *London*, send Greeting. Whereas the said *Humphry Baldwin* doth now stand indebted to us his Creditors in divers Sums of Money, which we are truly sensible he is not at present able to pay; and we the said Creditors, and each of us respectively, being very well satisfied of the good Intent and Meaning of the said *Humphry Baldwin* which he hath to pay us our said several Debts. Now, know know ye, That We the said Creditors, and every one of us, for the Considerations aforesaid, have given and granted, and by these Presents do give and grant to the said *Humphry Baldwin*, our sure and free Licence, Liberty and Conduct as is in us, to go, come, pass and repass about his Business and Occasions, for and during the Term and Space of Two whole Years from the Date hereof, without Lett, Suit, Trouble, or Molestation of us his said Creditors, or any of us, our, or any of our Heirs, Executors, Administrators or Assigns, or any of our Suit or Suits; and if it shall happen that the said *Humphry Baldwin* at any Time during the said Term of two full Years, to commence from the Date hereof, shall by us his said Creditors, or any of us, ours, or any of our Heirs, Executors, Administrators and Assigns, or by any other Person or Persons, by, or through the Commandment, Will, Consent, or Knowledge of us, or any of us or them, contrary to the Tenor and true Meaning of these Presents be any ways arrested, sued, or molested in his Person or Goods, and be not forthwith discharged and defended, that then the said *Humphry Baldwin*, his Executors, Administrators, or Assigns,



signs, shall by Virtue of these Presents, be forever clearly acquitted and discharged against him or them, his or their Executors or Administrators, by what Means or Consent the said *Humphry Baldwin* shall, contrary to the true Intent and Meaning of this our present Writing of Safe-Conduct, be vexed, sued, arrested, attack'd, or hinder'd as aforesaid, and thereof not forthwith discharged and defended as aforesaid; and that it shall and may be lawful for the said *Humphry Baldwin* to plead and give in Evidence, this our present Writing of Safe-Conduct, as in full Bar and Discharge of the Debt and Debts of such Person or Persons by whom the said *Humphry Baldwin* shall be so arrested, sued, or molested as aforesaid. In Witness whereof, We the said Creditors of the said *Humphry Baldwin* have herunto set our Hands and Seals the 28th Day of *August*, and in the Twenty-seventh Year of the Reign of our Sovereign Lord King *George* III, by the Grace of GOD, of *Great-Britain*, &c.

*Witness,*

*Adam Drake*  
*Benjamin Lane*  
*Thomas Smith*

*Samuel Turvil.*  
*Will Plunket.*  
*George Newland.*

And so in two Rows, if one suffices not, you may have it subscribed with the Seals annexed; and this Instrument must be *Sealed, Signed, and Delivered* by each individual Partry, to your Use and Behoof as an *Obligation* of that Kind, and ought to be safely laid up, and carefully regarded. And seeing that a *Letter of Attorney* is wonderfully useful on sundry Occasions, enabling Persons the better to act by their *Agents*, when themselves are incapable, or at a great Distance; subsequent to this, I shall give you the simplest and most exact Form, &c.

*Form*

*Form of a Letter of Attorney, to empower one to Receive or Sue for a Debt, and may serve in General &c. the Name and Circumstances of the Business being changed, as Occasion requires.*

**K** NOW all Men by these Presents, That I, Richard Wadder of Hertfordshire, in the County of Hertford, Yeoman, have for sundry good Causes and weighty Considerations, nominated, constituted, ordained and appointed, and by these Presents do nominate, constitute and appoint, and in my Stead and Place, put my trusty and well beloved Friend, James Groby, of London, Gentleman, my true and lawful Attorney, to Ask, Demand, Levy, Recover and Receive for me, and in my Name, and to my Use and Behoof, of Nathaniel Badding, of Chelmsford in the County of Essex, Husbandman, the Sum of Forty Pounds of good and lawful Money of England, which the said Nathaniel Badding oweth to me, and where in he standeth bound unto me by his Bond, or Writing Obligatory, under his Hand and Seal, bearing Date the Twenty.eighth Day of March, Anno Domini 1754. giving, and by these Presents granting to my said Attorney, my sole and full Power and Authority in the Premises to Sue, Arrest, Implead, Imprison and Condemn the said Nathaniel Badding, his Heirs, Executors, or Administrators, for me, and in my Name, in any Court, Spiritual or Temporal, before any Judge or Justice; and the said Nathaniel Badding, his Heirs, Executors, or Administrators, again out of Prison to deliver at his Discretion, and upon the Receipt of the said Sum of Forty Pounds, or any Part thereof, one or more legal Acquittance, or Acquittances, Discharge or Discharges for me, and in my Name, to make, sign, seal, and deliver; as also one or more Attorney or Attorneys under him, to substitute or appoint, and again at his Pleasure to revoke; and further to do, execute, perform and finish for me and in my Name, all and singular Thing or Thing which

*Usual Forms of Bills, Bonds, &c.* 115

which shall or may be necessary, touching and concerning the Premises, as fully, thoroughly, and entirely as I the said *Richard Wadder* in mine own Person, might or could do in or about the same; ratifying, confirming and allowing whatever my said *Attorney* shall so do, or cause to be done in the Premises, by these Presents: In witness whereof, I the said *Richard Wadder* have hereunto set my Hand and Seal, the seventh Day of *August*, in the Twenty-seventh Year of the Reign of our Sovereign Lord King *GEORGE II.* by the Grace of God of *Great-Britain*, &c. and in the Year of our Lord 1754.

*Richard Wadder.*

In Case any Person should unadvisedly give or grant any such *Letter of Attorney*, which he, upon more mature Deliberation, is willing to revoke, then he may, for the repealing it, write and deliver this Form as a publick *Protestation* against the *Letter* so granted, in *Particular* or *General*.

**T**O all Christian People to whom these Presents shall come, *Richard Wadder* of *Hertford*, in the County of *Hertford*, Yeoman, sendeth Greeting: Wherehs I the said *Richard Wadder*, upon the Trust and Confidence which I had in *James Groby*, of *London*, Gentleman, did by my *Letter of Attorney*, constitute and make the said *James Groby*, in my Name, and for and singular my Goods, Debts, Dues and Demands whatsoever, my lawful *Attorney*, and did give him further Authority and Power to deal for me, as by the said Writing to him made, more at large appeareth. Now, know ye, That I the said *Richard Wadder*, for that the said *James Groby* hath by Colour of the said Authority to him given, behaved himself greatly to my Hindrance, contrary to the Trust and Confidence I reposed in him, have revoked, countermanded, and made void, and by these Presents do revoke, countermand, and make void the said *Letter of Attorney*,

## 116 Usual Forms of Bills, Bonds, &c.

*Attorney*, and all the Power and Authority of the said *James Groby* to him given, as well by the said Writing as by any other Means whatsoever, whereby he can or may pretend to have any Doing or Dealing for me or in my Name, touching any Thing that is mine. In witness whereof I have hereunto set my Hand and Seal the seventh Day of *April*, in the Twenty seventh Year of the Reign of our Sovereign Lord King *George*, by the Grace of God, of *Great-Britain*, &c. and in the Year of our Lord, 1754.

*Richard Waddell*

[\*] Note. That if it be made to *Revoke a Letter of Attorney* given for one certain Sum, that Sum must be only mentioned; but if no Limitation be set, you may express the Trust in General.

### *The Form of an Indenture of an Apprentice.*

**T**HIS Indenture witnesseth, That *Thomas Williams*, Son of *John Williams*, late of the City of *Bristol*, hath put himself, and by these Presents doth voluntarily and of his own Free Will and Accord, put himself Apprentice to *William Tradewell*, Citizen and Grocer of *London*, to learn his Art Trade, or Mystery, after the Manner of an Apprentice, to serve him from the Day of the Date hereof, for and during the Term of Seven Years next ensuing; during all which Term the said Apprentice his said Master faithfully shall serve, his Secrets keep, his lawful Commands gladly every where obey: He shall do no Damage to his said Master, nor see it to be done by others, without letting or giving Notice thereof to his said Master. He shall not waste his Master's Goods, nor lend them unlawfully to any. He shall not commit Fornication, nor contract Matrimony within the said Term. At Cards, Dice, or any other unlawful Games, he shall not play, whereby his said Master may have Damage, with his own Goods, nor the Goods of others. He shall not absent himself

Day



Day nor Night from his Master's Service, without his leave; nor haunt Ale houses, Taverns, or Play-houses, but in all Things behave himself as a faithful Apprentice ought to do, during the said Term. And the said Master shall use the utmost of his Endeavours to teach or cause to be taught or instructed, the said Apprentice, in the Trade or Mystery he now followeth; and procure and provide for him sufficient Meat, Drink, Apparel, Leding and Washing, sitting for an Apprentice during the said Term. And for the true performance of all and every the said Coverants and Agreements either of the said Parties bind themselves unto the other by these Presents. In Witness whereof, they have interchangeably put their Hands and Seals this Ninth Day of May, in the Twenty-seventh Year of the Reign of our Sovereign Lord King George II. by the Grace of God, of Great-Britain, and in the Year of our Lord God 1754.

[\*] Note, In this Case there must be a Pair of Indentures, one of them to be signed by the Servant, and delivered as his Act and Deed to the Use of the Master; and the other signed by the Master and delivered in like Manner to the Servant; and the Seals to be in the Middle of the Indenture, hanging by a Slip of Parchment, as in Case of an Indenture of Lease or Covenant.

### FORM of a WILL.

IN the Name of GOD, Amen. The Tenth Day of May, in the Year of our Lord 1754. I Edward Matthews, of Stamford, in the County of Lincoln, Gentleman, being very sick and weak in Body, but of perfect Mind and Memory, Thanks be given unto God for the same; and calling to Mind the Mortality of my Body, and knowing, That it is appointed for all Men once to die, do make and ordain this my last Will and Testament; That is to say, Principally, and First of all, I Give and Recommend my Soul into the Hands of God that gave it; and for my Body I recommend

# 118 Usual Forms of Bills, Bonds, &c.

commend it to the Earth, to be Buried in a Christian-like and decent Manner, at the Discretion of my Executors, nothing doubting, but at the General Resurrection, I shall receive the same again by the mighty Power of God; and, as touching such Worldly Estate wherewith it hath pleased God to bless me in this Life, I Give, Devise, and Dispose of the same in Manner and Form following; that is to say,

In the First Place, I Give and Bequeath to *Mary* my Dearly Beloved Wife, the Sum of Two Hundred Pounds of Good and Lawful Monies, to be raised and levied out of my Estate, together with all my Household Goods and Moveables.

Also, I give to my Well-beloved Son *Robert Matthews*, whom I likewise Constitute, Make, and Ordain my only and sole Executor of this my last Will and Testament, All and Singular my Lands, Messuages, and Tenements, by him freely to be Possessed and Enjoyed. And I do hereby utterly Disallow, Revoke, and Disannul all and every other former Testaments, Wills and Legacies, Bequests and Executors, by me in any ways before this Time Named, Willed, and Bequeathed. Ratifying and Confirming This, and no Other, to be my Last Will and Testament. In Witness whereof, I have hereunto set my Hand and Seal, the Day and Year above-written.

*Edward Matthews.*

Sign'd, Seal'd, Publish'd, Pronounc'd, and Declard by the said \_\_\_\_\_ as his Last Will and Testament, in the Presence of us the Subscribers, that is to say,

*Peter Seafeld,  
Isaac Mead, and  
George Darron,*

[\*.\*] Note, That if any Legacies, or particular Sums of Money, Goods, Chattels, &c. be given, they must be mention'd, as well as the Names of those they are given to; and that, at this Day, Three Witnesses

required, not any of them being included by Name in Substance of the Will, as a Party concerned therein; if so, the Included Party is not held to be a Legal Beneficiary. And because, in Case of Wills, many Controversies have arose which have proved tedious and chargeable, I think it not amiss to cite the Opinion of the Learned in this Kind, touching many Things very material to be known relating thereunto.

**USES** worthy of Observation in Matters relating to Wills and Testaments, &c.

If any Person seiz'd in Fee, makes a *Fecoffment*, declaring his Will, upon the Delivery of it unto a Stranger to be, That the *Fecoffee* shall stand seiz'd to the Use of the *Fecoffer* during Life, the Remainder to William Slingsby in Fee. In this Case it is held, That the *Fecoffer* cannot alter his Will, by his Last Will, albeit in the said Last Will he does frustrate the former Will, because, they say, the Use is in him in the Remainder upon the Livery; and it is in his Power to alter or dispose of it. But it is otherwise, if the Uses be declar'd to the right Heirs of the Body of the *Fecoffer*: For if so, it may be in his Power to alter his Last Will and Testament.

If a Testament bears Date at Paris in France, it may be prov'd by an *Executor* in England, and it is a sufficient Ground for the *Executor* to bring an Action for the Recovery of the Testator's Debts contracted in England; but on the contrary, if the Obligation bear Date in Paris, then it is not sufficient to ground an Action upon, in any of our Courts.

It is further held, That if Lands be given to a Person for ever, by Will, that he hath a *Fee* thereby, and some think that he hath but a *Freehold* during Life, and no more: But on the contrary, if it be given to him and his Assigns, then he hath a *Fee Simple*.

If it so happens that a Party wills me Fifty Pounds, and I shall be at the Age of Twenty-one Years, and

## 120 Usual Forms of Bills, Bonds, &c.

if it happen that I die before those Years are accomplished, yet it is held, That my Executors may recover the said Monies at the Time it should have become due to me. But if a Man gives his Lands and Tenements to me and my Heirs, and it so falls out that I die before the Testator, then the Demise is held to be merely void, and the Heirs cannot, by Virtue of that Will, recover the Land: Nor is there wanting that makes for the Truth of these in *Swinborne Part VII. Fol. 218. Plowd. Fol. 250.* as in the Case of *Binet and Rigden, Dyer, Fol. 59. Plaitit. 25. Swinborne Part V. Fol. 313. Godolphin, Part III. Fol. 34.*

If it happen that one possessed of a Copy-hold makes a Surrender of his Lands to the Use of his last Will, and then dies, the said Land cannot pass by his Will, but may by the Surrender, and the Will serves only as the Director.

In Case a Man has a Term of Years in Land or Tenements, and the Right thereof be in his Disposal and he during the said Term grants it to a Stranger and dies, it is held, That the Wife can make no Recovery of the remaining Term of Years. *Perkins Tit. Devices, Fol. 107.*

More might be mentioned of this Kind, but intending Brevity, this at present may suffice to give an Insight into further Matters; from which I proceed to other Things of Use, Profitable and Advantageous to the Reader.

### FORM of a Deed of Gift.

**T**O all Christian People to whom these Presents shall come, I *George Walsbington*, send Greeting in our Lord God Everlasting. Know ye, That I *George Walsbington*, for and in Consideration of the Love, Good-will and Affection, which I have to, and bear towards my loving Friend *Thomas Winterton*, of London Merchant-Taylor, have given and granted, and by these Presents do freely, clearly and absolutely give



## Usual Forms of Bills, Bonds, &c. 121

and grant to the said *Thomas Winterion*, his Heirs Executors, &c. all and singular my Goods, Wares, Plate, Jewels, Ready Money, Household-stuff, Implements, Chattels, Leases, and all other Things to me belonging, and which I may justly claim as in Right my own, whether alive or dead, as well Moveables, as Things immoveable, both Real and Personal, in whose Hands, Custody or Possession soever they be, or wheresoever the same or any of them, or any Part of them can or may now or hereafter be found remaining or being, as well in the Messuage, or Tenement, with appurtenances wherein I now dwell, as in any Place or Messuage whatsoever, &c. To have and to hold all the said Goods, Wares, Plate, Jewels, Ready Money, Household-stuff, Implements, and all other the Premises, unto the said *George Washington*, his Heirs, Executors, &c. from henceforth as his and their proper Goods for ever, absolutely without any Manner of Condition, as I the said *George Washington* have absolutely, and of my own Accord set and put in further Testimony. In Witness whereof, I have hereunto set my Hand and Seal the Eight Day of May, in the Twenty-seventh Year of the Reign of our Sovereign Lord King *GEORGE II.* by the Grace of God of *Great-Britain*, &c. and in the Year of our Lord God, 1754.

*Signed, Sealed, and Delivered  
in the Presence of*

*George Washington.*

*James Downing.  
Charles Donnan.  
Leonard Jackson.*

### THINGS to be consider'd.

[\*] Note, That if it so happen that a Deed of Gift be made for any particular Thing or Parcel, That only must be mention'd : And if for Money in the Hands of a second Party, then it will be requisite to have a Letter of Attorney annexed to the Deed of Gift.

F im.

## 122 Usual Forms of Bills, Bonds, &c.

impowering him to whom it was given, to receive it, as having the full Authority of the Donor so to do.

If the *Deed* syecify, and be made for Goods and Chattels in Consideration of a *Debt*, then the surest Way is to have *Covenant* in the same *Deed*, that the *Donor* shall permit the *Donee* peaceable and quietly to enter his House, to enter upon any other Place or Places where any such Goods shall be; and from thence, without any Lett or Hindrance to convey them away, in order to convert them to his own Use.

If so it happen, That there is an *Inventory* of *Parcels* annexed to the *Deed*, then in the *Deed* ought to be a *Covenant*, binding the *Donor* not to waste, impair, to imbezzel the said Goods, with Acknowledgment, that they are free from all former Gifts, or other Incumbrances at the Time of the Singing and Sealing, fixing as a Part of the Goods, a Three-Pence, or any other convenient Piece of Money in the Seal. But in Case of Assurance for Debt of Goods and Chattels, the best Way is held to be done by *Bargain* and *Sale*, indented with an *Inventory* of the respective *Parcels* annexed thereunto.

And thus much for a *Deed* of Gift.

### *A short English Bill for Money.*

**K** NOW all Men by these Presents. That I Jacob Hill, of the Parish of St. Margaret, in Westminster, do own and acknowledge myself justly to stand indebted to Robert James, of the Parish of St. Leonard Foster-Lane, in London, Haberdasher, the just Sum of Ten Pounds of good and lawful Money of Great-Britain, and which I do hereby promise to pay unto him the said Robert Jones, on the Twentieth Day of July, next ensuing the Date hereof. Witness my Hand, the Twelfth Day of June, in the Year of our Lord God, 1754.

Jacob Hill

*A short*

*A short English Bill with a Penalty, &c.*

**K** NOW all Men by these Presents, That I *Ralph Shaw*, of the City of *York*, Clothier, do owe and stand indebted unto *Thomas Williams*, of the said City, Carpenter, the Sum of Fifty Pounds, of good and lawful Money of *Great-Britain*, to be paid unto the said *Thomas Williams*, his Heirs, Executors, Administrators, or Assigns, in, and upon the First Day of *August* next ensuing the Date hereof, without Fraud or further Delay. For, and in Consideration of which Payment, well and truly to be made, I bind me, my Heirs, Executors, and Administrators in the peral Sum of One Hundred Pounds, of the like lawful Money, firmly by these Presents. In Witness whereof, I have hereunto set my Hand and Seal the first Day of *May*, in the Year of our Lord God, 1794.

*Signed, Sealed, and Delivered  
in the Presnce of*

*John Jackson.*

*William Bedford.*

[\*.\*] Note That the former of these *Bills* is not better than a *Book-Debt*, but the latter will in many Cases hold as firm is a *Bond*, &c.

*A Single Bill for Money without a Penalty*

**K** Now all Men by these Presents, That I *A. Jones*, of *Hertford*, in the County of *Hertford*, Husbandman, do owe and stand indebted unto *William Goodman*, the Sum of Ten Pounds Six Shillings and Eight Pence, of good and lawful Money of *England*, to be paid unto him the said *William Goodman*, his Heirs, Executors, Administrators, or Assigns. at or upon the First of *January* next ensuing the Date hereof. In Witness whereof I have hereunto set my Hand

F a

the

## 124 Usual Forms of Bills, Bonds, &c.

the Twentieth Day of September, in the Year of our Lord God, 1754.

Signed, and Delivered in  
the Presence of

A. Jones,

### The Form of an In-land Bill of Exchange.

Inu Deo. In London this 30th of November, 1754.  
For Fifty Pounds Sterling.

**A**T Six Days Sight, pay this my First Bill of Exchange to Mr. *Janus Turner*, or his Assigns, Fifty Pounds Sterling, for the Value here received of *M. Richard Wadsworth*, and put it to Account, as by Advice,

To Mr. T. Arnold, Mer.  
cord de Pma in York.

Your Friend,  
Sam. Duke.

If it be an Out-land Bill, it differs only in Place and very seldom in the Form; however, you must expect to have a Letter, signifying, That such a Bill is drawn upon you, expressing the Contents, and on what Account, which is commonly called a *Letter of Advice*, and is to prevent any Person's forging a Bill upon you: and the Letter is frequently sent before, though sometimes with the Bill inclosed in it, when there is no Scruple in the Fidelity of the Taker, or Party to whom the Bill is directed. And if a second Bill come, then you must have it subscribed, (*viz*) *My first Bill not being paid, pay this my second Bill, &c.* and so the third. And if he that underwrites the Bill makes himself Debtor, then must it be expressed, (*viz*) *And put it to my Account*; but if he ought to pay it, then he must write, *Put it to your Account*.

### The Form of a Bond for Money.

The Obligation, &c.

**K**NOW all Men by these Presents, That I *James Thomas*, of the Parish of St. Giles in the Fields

in



*Usual Forms of Bills, Bonds, &c.* 129

in the County of *Middlesex*, Gentleman, am holden and firmly do stand bound unto *James Wilcox*, of the Parish of *St. Martin in the Fields*, in the said County, Vintner, in the Sum of One Hundred Pounds of good and lawful Money of *England*, to be paid unto the said *John Wilcox*, his certain Attorney, his Executors, Administrators or Assigns whatsoever, To the which Payment well and truly to be made, I do hereby bind myself, my Heirs, Executors, and Administrators, firmly by these Presents. Sealed with my Seal. Dated the Second of *March*, in the Twenty-seventh Year of the Reign of our Sovereign Lord King *George*, by the Grace of God of *Great-Britain*, &c. and in the Year of our Lord, 1754.

*Condition of the Obligation.*

THE Condition of this Obligation is such, That if the above bounden *James Thomas*, his Heirs, Executors, Administrators or Assigns shall well and truly pay or cause to be paid to the above-named *John Wilcox*, his Heirs, Executors, or Administrators, the full Sum of Fifty Pounds of good and lawful Money of *England*, in and upon the first Day of *September* next ensuing the Date hereof without Fraud or further Delay, that then this present Obligation to be void, and of none Effect, or else to remain in full Force and Virtue.

*Signed, Sealed, and Delivered in the Presence of*

*James Thomas.*

*William Jennings.*  
*Richard Jenkinson.*

[\* \*] Note, If you design any Place of certain Payment, you ought to mention it in the Condition: [*at or in the Dwelling-house of the said J. J. &c.*] as also you may specify after the Sum of Money mentioned, these Words (*with lawful Interest*) if it be your Bargain to have the *Interest* from the Time the Money is lent; tho' Bonds, in many Cases pay no *Interest*, but from

## 126 Usual Forms of Bills, Bonds, &c.

from the Time they become due, and especially if the Bond be given for Goods or Wares.

### *A Single Bill for Money without Penalty.*

**B**E it known unto all Men by these Presents, That I *Abel Drugger*, of *St. Albans*, in the County of *Hertford*, Yeoman, do owe, and am indebted unto *Henry Jones*, of *St. Albans*, in the said County, Husbandman, the Sum of Forty Five Pounds, Ten Shillings and Six Pence, of good and lawful Money of *England*, to be paid unto him the said *Henry Jones*, his Executors, Administrators and Assigns, at or upon the Seventh of *August*, next ensuing the Date hereof. In Witness whereof, I have hereunto set my Hand, the Twentieth Day of *June*, in the Year of our Lord God, 1754.

*Witness*

*Abel Drugger.*

*William Harrison.*

*Note, Bills with Penalties are rarely Sealed.*

### *Form of a Penal Bill Single.*

**B**E it known unto all Men by these Presents, That I *Zachariah Dormer*, of *Derby*, in the County of *Derby*, Gentleman, do owe, and stand indebted unto *Waradine Westrum*, of *Chester*, in the County Palatine of *Chester*, the Sum of Twenty Pounds, of lawful Money of *England*, to be paid to the said *Waradine Westrum*, his Heirs, Executors, Administrators or Assigns, at and upon the Twenty second Day of *September* next ensuing the Date hereof; which Payment well and truly to be made, I bind myself, my Heirs, Executors, and Administrators, to the said *Waradine Westrum*, his Heirs, Executors, Administrators, or Assigns, in the Penal Sum of Forty Pounds of the like Money, firmly by these Presents. In Witness whereof, I set my Hand and Seal, the Third Day of *June*, in the Twenty seventh

Year

## *Usual Forms of Bills, Bonds, &c. 127*

Year of the Reign of our Sovereign Lord, GEORGE, King of Great Britain, &c. and in the Year of our Lord God, 1754.

*Signed, Sealed, and Delivered, &c.*

Joshua Berim, &c.

*Zacha. Dörmer.*

### *The Nature and True Meaning of Bills, Bonds, &c.*

**A** Bill, Bond, or Obligation, is that whereby one Party is bound to another by a Deed, Act, and Obligation, in Writing for a Sum of Money, or upon other Accounts or Occasions, as the Case requires, and ought to be done voluntary, and without Compulsion, Force or Violence, thereupon it is taken and accounted to be the Right of the Person who hath another Person bound to him to pay him that which he oweth him; and therefore Right is not only held to be the Cause of an Obligation, but the very Life and Support of it; and the Difference between an Obligation in *English*, and an Obligation in *Latin*, defined by the Appellation of Bill and Bond, and the Word takes its Being, or is derived from the *Latin* Word *Obligatio*, which again is a Word proceeding from *Obligo*, to bind, and may be made with or without a Penalty, but must not enjoin the Party obliged and Thing unlawful or impossible; for if so the Obligation of itself is void, and of none Effect. Nor are Infants, or others under Age, and such as are distracted, or out of their right Senses, bound to perform any Covenant in this Kind, except the former may do it in Case of necessary Food, Schooling, Apparel, or the like; as also in Marriage, and becoming Executor to another, and then even the Males must be of the Age of Fourteen Years, and the Females of the Age of Twelve, and then they are obliged to perform and fulfil such Covenant or Obligation, and may be legally sued upon Refusal, when at Age.

And thus much for Instructions.

*The*

## 128 Usual Form of Bills, Bonds, &c.

*The True Form of Bonds, Bills, Counter-Bonds, Indentures, Letters of Attorney, and License, Deed of Gift, Will, &c.*

*An Obligation from One to One.*

**K** Now all Men by these Presents, that I *T. R.* of *G.* in the County of *K.* Yeoman, do owe, and am indebted unto *J. A.* of *G.* in the County abovesaid, Gentleman, the Sum of One and Twenty Pounds, of good and lawful Money of *England*, to be paid unto the abovesaid *J. A.* his Heirs, Executors, Administrators, or Assigns, in and upon the first of *May* next ensuing the Date hereof, at, or now in the Dwelling-house of the abovesaid *J. A.* For the which Payment well and truly to be made, I bind my Heirs, Executors, and Administrators, in the Sum of Two and Forty Pounds, of the like Monies of *England*, firmly by these Presents: In Witness whereof, - I have hereunto set my Hand and Seal, the First Day of *July*, in the Year of our Lord God, 1754.

*Sealed and Delivered in  
the Presence of*

*John Ash.*

*This Condition of a Counter-Bond one to another; before  
which recites the abovesaid, &c.*

**T** H E Condition, &c. That whereas the abovenamed *H. M.* at the special Instance and Request of the above bound *W. S.* for the proper Debt of the said *W. S.* and as his Safety, by Obligation bearing Date with these Presents, standeth jointly and severally bound, together with the said *W. S.* unto *V. G.* of *B.* in the Sum of, &c. with Condition thereupon endorsed for the Payment of One Hundred Pounds of, &c. to the said *V. G.* or to his certain Attorney, his Executors or Assigns, at, &c. upon, &c. as in and by the said Obligation and Condition more at large appeareth:

If



If therefore the said *W. S.* his Heirs, Executors, Administrators, or Assigns, or any of them do pay, or cause to be paid unto the said *V. G.* or his Assigns, the said Sum of, &c. at the Day and Place aforesaid, and also from henceforth, save and keep harmless the above named *H. M.* his Heirs, &c. of and from the aforesaid Obligation, and of and from all Manner of Costs, Charges, Suits and Damages whatsoever of, for, and concerning the said Obligation; that then, &c.

*An Obligation of an Award with an Umpire.*

**T**HE Condition of this Obligation is such, That if the above-bounden *T. C.* his Heirs Executors, and Administrators, for his and their Part, and Behalfs, do in all Things well and truly stand to, obey, abide, perform and keep the Award, Order, Arbitrament, Final End and Determination of *B. B.* of the Parish of, &c. in the County of *M.* aforesaid, Gent. Arbitrators, indifferently named, elected and chosen, as well on the Part and Behalf of the above-bounden *T. C.* as of the above-named *H. S.* to arbitrate, award, order, judge and determine of and concerning all and all Manner of Action and Actions, Cause and Causes of Actions, Suits, Bills, Bonds, Specialties, Judgments, Extents, Quarrels, Controversies, Trespasses, Damages, and Demands whatsoever, at any Time or Times heretofore had, made, moved, brought, commenced, sued, prosecuted, done, suffered, committed, or depending by or between the said Parties, or either of them, so as the said Award be made, concluded, and agreed upon, and signed and sealed by the Arbitrators aforesaid, on or before the third Day of, &c. next ensuing the Date of these Presents: But if the said Arbitrators do not make such their Award of, and concerning the Premises, by the Time aforesaid, That then the said *T. C.* his Heirs, Executors and Administrators, for his and their Parts and Behalfs do in all Things well and truly stand to, obey, abide, perform, fulfil and keep the Award, Order,

## 230 *Usual Forms of Bills, Bonds, &c.*

der, Arbitrament, Umpirage, final End and Determination of G. L. of C. in the County of M. aforesaid, Esq; elected and chosen Umpire by and between the said Parties, of and concerning the Premises; so as the said Umpire do make his Award or Umpirage of and concerning the Premises in Writing under his Hand and Seal, and to be by him published on or before the Fourth Day of *Ec.* next ensuing: Then this Obligation to be void, or else to remain in full Force and Virtue, *Ec.*

*Sealed and Delivered in  
the Presence of*

### *Form of a Bill of Sale.*

**K** NOW all Men by these Presents, That I *William Craftmore* of *St. Albans*, in the County of *Hertford*, *Weaver*, for and in Consideration of the Sum of Forty Pounds of lawful Money of *England*, to me in Hand paid by *James Morewit*, of *Reading* in the County of *Berks*, Yeoman, whereof I do hereby acknowledge the Receipt; and myself therewith fully and entirely satisfied, have bargain'd, sold, set over, and delivered, and by these Presents, in plain and open Market, according to just and due Form of Law, in that Case made and provided, do bargain, set over, and deliver unto the said *James Morewit*, one Silver Tankard, weighing Sixteen Ounces; one Silver Beaker, weighing Ten Ounces; one Chest of Damask and Diaper Linen, valued at Five Pounds; a Feather-Bed, with proportional Furniture, valued Five Pounds, with other Goods and Chattels, *Ec.* to have and to hold the said bargain'd Premises, unto the said *James Morewit*, his Executors, and Administrators, and Assigns, to the only proper Use and Behoof of him the said *James Morewit*, his Executors, Administrators and Assigns for ever: And I the said *William Craftmore*, for myself, my Executors, and Administrators, the said bargain'd Premises, unto the said *James Morewit*,  
his

*Usual Forms of Bills, Bonds, &c.* 131

his Executors, Administrators and Assigns, against all and all Manner of Persons shall and will warrant, and for ever defend by these Presents. In Witness whereof, together with the Delivery of the said bargain'd Premises, I have hereunto set my Hand and Seal, the Tenth Day of *April*, in the Twenty-seventh Year of the Reign of our Sovereign Lord *GEORGE II.* by the Grace of God, King of *Great-Britain, &c.* and of our Lord God, 1754.

*Signed, Sealed, and Delivered*  
*in the Presence of*  
George Trueman.  
William Templer.

*William Crasmore.*

[\* \*] *Note*, That a Part of the Goods mentioned in the Bill, must be delivered with it in the Name of the rest. If it so happen that you make over any Goods, by Bill of Sale or Money, with an intent to redeem them, then must the Bill be made in the Manner and Form following.

*FORM of a Bill of Sale of Goods, with Design of Redemption.*

**K** NOW all Men by these Presents, That I *Timothy Nelvin* of *Maldstone*, in the County of *Kent*, Yeoman, for and in Consideration of the Sum of Forty Pounds, of good and lawful Money, of *England* to me in Hand paid by *Joshua Givemoney*, of *Malden*, in the County of *Essex*, Gentleman, whereof I do acknowledge the Receipt, and myself therewith fully satisfied, have bargain'd, sold, set over, and deliver'd, and by these Presents, in plain and open Market, according to due Form of Law, do bargain, seal and deliver unto the said *Joshua Givemoney*, One Bay Gelding, fourteen Hands high, value Ten Pounds; One Dan Mare and Colt, value eight Pounds; Four Brown Cows, and Forty Sheep, value Thirty Pounds; with other Goods and Chattels, &c. to have and to hold the

## 132 *Usual Forms of Bills, Bonds, &c.*

the said bargain'd Premises unto the said *Joshua Givemoney*, his Heirs, Executors, Administrators and Assigns, to the only proper Use and Behoof of the said *Joshua Givemoney*, his Heirs, Executors, Administrators and Assigns for ever; and I the said *Timothy Nelwin*, for myself, my Executors, and Administrators, the said bargain'd Premises, unto the said *Joshua Givemoney*, his Executors, Administrators, and Assigns, against all and all Manner of Persons, shall and will warrant, and for ever defend by these Presents. Provided nevertheless, That if I the said *Timothy Nelwin*, my Executors, Administrators or Assigns, one or any of us do or shall well and truly pay, or cause to be paid unto the said *Joshua Givemoney*, his Executors, Administrators or Assigns, the Sum of Forty Two Pounds and eight Shillings, on the Sixth Day of *May*, which shall be in the Year of our Lord 1754, for the Redemption of the said bargain'd Premises; then this present Writing or Bill of Sale to be void, or else to stand in full Force and Virtue. In Witness whereof, I have hereunto set my Hand and Seal, the Sixth Day of *April*, in the Twenty-seven Year of the Reign of our Sovereign Lord *GEORGE*, King of *Great-Britain*, &c. and in the Year of our Lord God, 1754.

*Signed, Sealed, and Delivered*

*in the Presence of*

*Timothy Nelwin.*

*Jacob Townly.*

*Barth. Rowlon.*

*A short Release from one Party to another, in General.*

**I** NOW all Men by these Presents, That I *Richard Richards*, of *Malmsbury*, in the County of *Wilt*, Cheese-monger, have Remitted, Released, and for ever quitted Claim, and by these Presents do for me, my Executor, and Administrators, Remise, Release, and for ever quit Claim unto *Joseph Love*, of *Marlborough* in the said County, Gentleman, his Heirs, Executors, and Administrators, all and all Manner of Actions, Cause



*Usual Forms of Bills, Bonds, &c. 133*

Cause and Causes of Actions, Suits, Bills, Bonds, Writings, Obligations, Debts, Accompts, Sum and Sums of Money, Judgments, Executions, Extents, Quarrels, Controversies, Trespasses, Damages and Demands whatsoever, both in Law and Equity, against the said *John Love*, I ever had, now have, or which I, my Heirs, Executors, or Administrators shall or may have Claim, Challenge, or Demand, for or by Reason, Colour or Means of any Matter, Cause or Thing, from the Beginning of the World, to the Day of the Date of these Presents. In Witness whereof, I have hereunto set my Hand and Seal, the Twentieth Day of *June*, in the Twenty-seventh Year of the Reign of our Sovereign Lord *GEORGE*, King of Great Britain, &c. and in the Year of our Lord God, 1754.

*Signed, Sealed, and Delivered  
in the Presence of*

*Rich. Richards*

Thomas Windsor.  
Will. Oakhampton.

*A General Release.*

**B**E it known, &c. That I *W. B.* of &c. have Remised, Released, and for me and my Heirs, &c. do by these Presents Remise, &c. unto *J. R.* of &c. all, and all Manner of Actions, Suits, Quarrels, Debts, Trespasses, Accounnts, Covenants and Demands whatsoever, which I the said *W. B.* now have against the said *J. R.* or my Executors, Administrators, or Assigns, at any Time might, ought, or could have against the said *J. R.* his &c. [*as Executor of J. R. his Father, deceased, or otherwise howsoever*] from the Beginning of the World, until the Day of the Date hereof; In Witness, &c.

f

*A Discharge*

*A Discharge to be given upon the Receipt of a Legacy.*

**R**ecceived the Twenty First Day of  
 May, 1754, by me *William Lamb-  
 well*, of *St. Saviour in Southwark*, in the  
 County of *Surrey*, of *David Yates* and  
*Morgan Shaw*, of the said Parish and  
 County, Executors of *Caleb Welling*, of  
 the Parish of *St. Olave in Southwark*, in  
 the County aforesaid, late Deceased, the  
 Sum of Twenty Pounds, Five Shillings  
 and Six Pence, of Lawful Money of  
*England*, being a Legacy given unto  
 me by the said *William Lambwell*, by  
 the said *Caleb Welling*, in and by his  
 Last Will and Testament; of which said  
 Sum of Twenty Pounds, Five Shillings  
 and Six Pence, and all other Debts, Dues,  
 Sum, and Sums of Money and Demands  
 whatsoever, I the said *William Lambwell*  
 do acquit and fully discharge the said  
*David Yates* and *Morgan Shaw*, their  
 Heirs, Executors, Administrators, and  
 every of them for ever by these Presents.  
 In Witnesse whereof I have hereunto set  
 Hand and Seal the Tenth Day of *May*, in  
 the Twenty-seventh Year of our Sovereign  
 Lord King *GEORGE*, and in the Year of  
 our Lord God, 1754.

*Signed, Sealed,  
 and Delivered  
 in the Presence of*

*William Lambwell.*

*Jacob Dervit.  
 William Sureman.*

*A Release*

*A Release to be given by a Ward to his Guardian, when he comes of Age, if he has truly discharged his Trust, and render'd a faithful Account.*

**T**O all Christian People to whom these Presents shall come, I *George Yearly*, of the Parish of *Salleb*, in the County of *Cornwall*, send Greeting in our Lord everlasting: Know ye, That I the said *George Yearly*, for sundry good Causes and Considerations me thereunto moving, have Remised, Released, and for ever quitted Claim unto *Timothy Featherstone*, of *London*, Gentleman, his Heirs, Executors, and Administrators, all and all Manner of Action or Actions, Suits, Debts, Duties, Reckonings, Accompts and Demands whatsoever, which I the said *George Yearly* had, have, or at any Time hereafter may or shall have against the said *Timothy Featherstone*, his Heirs, Executors, or Administrators, for and in, touching and concerning any the Rents received, Profit or Profits of any of the Manors, Lands, Tenements, Hereditaments, or any Thing or Things, appertaining, or by Right belonging to me the said *George Yearly*, whether it be touching or concerning Topping, Lopping, or Wood-sales, upon, or out of the said Manors and Premises, or any of them; or for any other Matter, Cause or Thing whatsoever, made, committed, or done, or for any Receipts or Payments, of or touching the said Manors, Premises, Debt or Debts due to me by Bond, Bill, or otherwise, and for any Thing or Things whatsoever done or committed to my Behalf, or tending to any Matter or Thing, wherein I the said *George Yearly*, was, am, or may be concerned, during the Minority of the me said *George Yearly*, or at any Time since, until the Day of the Date of these Presents. In Witness whercof, I have hereunto set my Hand and Seal, the Tenth Day of *May*, in the Twenty-seventh Year of the Reign of our Sovereign Lord *GEORGE*, King

136 *Usual Forms of Bills, Bonds, &c.*

of Great Britain, &c, and in the Year of our Lord God 1754.

*Sign'd, Seal'd, and Deliver'd*

*in the Presence of*

*George Yearly.*

Sam. Thompson.

Rob. Gregory.

*Letter of Attorney from a Husband to a Wife, upon a Voyage, &c. Very Useful and Necessary; as also in Case of a long Journey, or going to the Wars.*

**K** Now all Men by these Presents, That I *James Topmast*, of *Rotherhithe*, in the County of *Surrey*, Mariner, do hereby assign, ordain, appoint, authorize, constitute, and in my Stead put, place, intrust, appoint and depute *Mary Topmast*, my well beloved Wife, of the Parish and County aforesaid, to be my true and lawful *Attorney*, for me, and in my Name, and to my own proper Use and Benefit, to ask, demand and require, sue for, recover, and receive all such Debts, Dues, Duties, Sum and Sums of Money, Rent and Rents, Arrearages of Rent and Rents, Yearly Payments, Merchandizes, Legacies, and any Money due or to be due unto me upon Bond, Bill of Exchange, or upon any other Accompt or Accompts whatsoever, as now are, or hereafter shall become payable, or belonging, or to be delivered unto me, by or from any Person or Persons whatsoever, wheresoever, and to pay Money for me, and to contract for me, demise, or let to Farm at the accustomed Rents or more, any of my Messuages, Lands, Tenements or Hereditaments whatsoever. And for Default of Payment or Delivery of any Rent or Rents, or other Sum or Sums of Money, or other Thing or Things to me due or belonging; to use all lawful Ways and Means for the Recovery thereof by Action, Suit, Arrest, Bill, Plaint, Attachment, Distress, Re-entry, or otherwise, as fully and



*Usual Forms of Bills, Bonds, &c.* 137

and amply in every Respect, as I myself might or could do if I were personally present; and to sue, implead, make answer, prosecute, and defend in any Court or Courts of Law and Equity, and before any Judges or Justices, in any Suits, Matter or Cause, with me, from me, against me, as the Cause in any of these Cases shall require, to deal or intermeddle in all Actions, Suits, Affairs, and Businesses, any ways touching and concerning me as my Agent or Factor, or otherwise: Giving and Granting, by these Presents, unto my said *Attorney*, full, sole and lawful Authority in the Execution of all and singular the Premise, and the same again at her Pleasure to revoke, and to make and give any Acquittance, Release or Discharge upon the Recovery or Receipt of any Debt, or Debts, Sum or Sums of Money, Rent or Rents, or other Thing or Things whatsoever, as the Matter or Cause shall require; and generally to say, do, execute, compound, conclude, agree, determine, and finish all and every other Act or Acts, Thing or Things whatsoever, which in or about the Premises shall be necessary or needful to be had, made, or done; and that in as large and ample Manner, and as fully and effectually in and to all Intents and Purposes, as I myself might, ought or could do, if I were present in my own Person; ratifying, allowing and confirming for firm, effectual, and irrevocable, all and singular and whatsoever my said *Attorney* shall do or cause to be done in and about the Premises by Virtue of these Presents. In Witness whereof I have hereunto set my Hand and Seal, the Tenth Day of May, in the Twenty-seventh Year of the Reign of our Sovereign Lord GEORGE of Great-Britain, &c. King, and in the Year of our Lord God, 1754.

*Signed, Sealed, and Delivered*

*in the Presence of*

*James Topmast.*

Robert Saveall.

John Spendall.

*Warrant of Attorney, to confess a Judgment in the Court of Common-Pleas, or Common-Bench*

**T**O *William Man, Thomas Drury, Peter Cox, and Adam Lane*, Gentlemen Attorneys of His Majesty's Court of *Common-Bench* at *Westminster*, or to any of them, or other Attorneys of the said Court: These are to Require and Authorize you, or any of you, to appear for me *W. Seemlow*, of *Dover*, in the County of *Kent*, Mariner, in the said Court, at the Suit of *Richard Richmond*, of *London*, Merchant, in *Trinity Term*, next ensuing, and confess Judgment against me to the said *Richard Richmond*, for the Sum of Fifty Pounds Debt, together with the Cost of Suit by *Ni dicat, non sum informatus*, or otherwise: And for you or any of your so doing, this shall be your sufficient Warrant. Witness my Hand and Seal this Twenty Fourth Day of *June*, in the Twenty-seventh Year of the Reign of our Sovereign Lord, *GEORGE*, by the Grace of God, King of *Great-Britain*, &c. and in the Year of our Lord God, 1754.

*William Seemlow.*

*This Form will likewise serve for the Court of King's Bench, by changing the Name, and appointing proper Attornies, viz. such as are of that Court, to appear, &c.*

*CONDITION to perform Covenants in Articles of Agreements.*

**T**HE Condition of this Obligation is such, That if the above-bound *Peter Whitehead*, his Heirs, Executors and Administrators, they, and every of them, shall and do for his and their Parts, in all and every Thing or Things, well and truly observe, perform, fulfil, accomplish, pay and keep all and singular the Covenants, Grants, Articles, Clauses, Provisions, Payments, Conditions and Agreements whatsoever, which

## *Usual Forms of Bills, Bonds, &c. 139*

on his and their Parts and Behalfe are, and ought to be observed, performed, fulfilled, accomplished, paid and kept, comprized and mentioned, in certain Articles of Agreement, indented, and bearing even Date with these Presents, made or expressed to be made between the said *William Whitehead* of the one Part, and the above-named *James Groby* of the other Part, and that in and by all Things, according to the Contents, Purposes, true Intent and Meaning of the said Articles, without Fraud or Cover, then this present Obligation to be void, or else to be and remain in full Force and Vertue.

*Sealed and Delivered  
in the Presence of*

*Peter Whitehead.*

~~~~~

*The True Metheod every Honest Dealer should take
(according to Law) to get in what is owing to him;
either by shuffling Tradesmen in the City, or
dishonest Correspondents in the Country.*

1 **T** Here is the Court of Conscience; and this only for Debts that are under Forty Shillings, and of the City of *London*, inhabiting within the said City, or the Liberties thereof. Here you cause your Debtor to be warned in, and must refer the Matter to Commissioners appointed by the *Lord-Mayor, &c.* and you must abide by the Determination of the Commissioners. Generality Poverty is pleaded, and the Debtor is order'd to pay so much *per Week*, 6^d or 12^d or what the Court think fit, or else an Execution is taken out against him. You are believed for what you demand upon your Oath.

2. The second Way of proceeding, that is Civil, is, To make an *Attachment* upon your Debtor's Estate, Mounies or Goods that you understand is due to him from *A. B. J. G. &c.* in the *Mayor's* or either of the *Sheriffs* Court; and this does not hurt the Person of him that
cw63

140 *Usual Form of Bills, Bonds, &c.*

owes the Money, but only secures the Debt, and is no great Disgrace to the Debtor, nor any great Charge, but is done with much Privacy.

3. The third Way, If you have any Difference with a Man, and have a mind not openly to disparage him, you acquaint him you intend to enter an Action against him in such a Counter, and he will do well to put in Bail by such a Day; this is a great Piece of Civility, if you must go to Law, and saves Money on both Sides that is given to Serjeants, &c.

4. The Fourth Way, Is when you fear your Man indeed, and really think to secure him, then give Order to an Officer to take him into Custody; you must first enter an Action at one of the Counters, and pay your Serjeant; and when the Serjeant hath him, you have the Sheriff for your Security, if the Party makes an Escape, or the Bail be not good.

5. The Fifth is, By Way of Writ from the *King's Bench*, or the *Common-Pleas*; and here the Party is held to special Bail before a Judge, and must give in Bail here below, and above too; and this is troublesome for the Debtor, and also chargeable.

6. A Sixth Way it by *Outlawry*, and this is very rigorous; and a Man now-a-days, by the Baseness of an *Attorney* is sued to an Outlawry, and knows nothing of it, but is quiet, and means no body Harm; and here he is ruined, and run up to great Charges before he knows wherefore he is troubled.

7. The Seventh is, *A Commission of Bankrupt*, and this is many Ways convenient, but exceeding chargeable. The Meaning of it is, a Commission from under the Great Seal of *England*, directed to such and such Commissioners, naming Five or more, willing them to enquire into the Particulars of the Man's Condition that hath failed. They have Power to administer an Oath, to send to Prison, to release out of Prison; they can break open Houses, seize Goods, sell them; extend Lands; and in short do any Thing for the Advantage of the Creditors. But a Statute can-

not be taken out against a Man, unless one or more Creditors do join together, or the Sum amount to more than 100 £. and then they must give Security to prove the Man a Bankrupt. This is a rigorous Manner of Prosecution, and generally leaves the Estate far worse than they found it; for it is very chargeable and tedious.

These are the several Ways that are used to get Money in, and to prosecute Men: What more there are I know not; that must be enquired into, of them that are learned in the Law.

Quest. But now if I am employed by a Friend to prosecute another, How must I act in it?

Ans. In the same Nature as before cited; but you must have Power from the Man that employs you.

Quest. What mean you by Power; Is not his Letter enough, and his Order to do it?

Ans. No; that is not sufficient; you must have a Procurator, so called in all Foreign Parts; and by us in England, *A Letter of Attorney*, that impowers you to sue his Debtor, cast him into Prison, and release him.

Method for Compounding Debts, and what ought to be observed therein, &c.

IF a Person absent himself from his Business under a Failure in the World, and will not appear to negotiate with his Creditor for Time of Abatement, but does it by Proxy, appointing a Place for the general Meeting of the Creditors to hear Propositions made to them, which are usually these, *viz.* To pay so much in the Pound, which is called *Compounding*; To pay in Goods as the first cost, or give Security upon Time. In this Case, the Creditors ought to consider whether their Debtor is really necessitated to betake him to this Shift, or whether he does it out of Policy, to shift himself off a bad Bragain, or to keep other Mens-Monies in his Hands, &c. and accordingly to take

142 *Usual Forms of Bills, Bonds, &c.*

take their Measures: For if the former, they ought to take the first Offer, for seldom comes a better; a Man continually looking himself by being restrained from his Business, and consequently his Affairs must run to Ruine. But if it be out of a Knavish Design to defraud his Creditors and enrich himself, a Practice too frequently used, there is a Way to ferret him out of his secret Abode, which is by taking out a Statute of Bankruptcy against him, as before directed, &c.

As for the usual Rates of Composition, they are from Five or Fifteen Shillings in the Pound, Ready Money, or such Security as the Creditor shall accept; and in this Case it must be acknowledged as Satisfaction, and a Release given in General Discharge upon Payment, as if the Whole had been paid, and full Satisfaction made.

~~OF THE SEVERAL FORMS OF BILLS, BONDS, &c.~~

Of Bills of Exchange, and their Forms, English, Dutch, Spanish, Italian and French; together with several Notes and Directions thereon, for the True Ordering of them, &c.

A Bill of Exchange in itself is held so excellent a Speciality, and carries with it as it were, not only a commanding Power to pay, but is for the most part observed and satisfied with all due Regard, a high Esteem being ever had for the Quality thereof, that nothing in the Way of Trade can be more; for upon it depends very much the Credit of the *Drawer* and *Acceptor*, so that those who fall in the Payment of Accepted Bills, wound their Credit by suffering Protest to be made, which soon, for the most part, takes Air, and flies far abroad, by spreading wide on the Exchange, whither People of all Parts of the Town resort; and not only so, but obliges the *Acceptor* to pay the Charge of the *Protester*, and *Return*, calling moreover into Question the Credit of the *Drawer*, so that Men being at a Pinch, will rather borrow Money at a hard Inter-

rest for a little Time, than suffer any Protest to be entered.

Having spoken already of something relating to Bills of Exchange, I shall now give you some Forms or Precedents of them, in several Languages; and then proceed to their Management and Legality, in well Executing them, and the Order to be taken therein.

The Form of an Outland Bill of Exchange, in English.

Laus Deo in London, this 20th of April, 1754, for 500 l. for 36 s. 8 d. Flemish per Pound.

AT Usance pay this my first Bill of Exchange to Mr. John Vandercord, Merchant, or Order, Five Hundred Pounds Sterling, at Thirty-six Shillings and Eight Pence Flemish per Pound Sterling; for the Value here received of Mr. G. G. Make good Payment, and put it to Account, as per Advice.

To Mr. L. B.
Merchant d. d.
Pins in Amsterdam.

Your Loving Friend,
C. W.

And in like Manner the second, or third, at double or treble Usance, if the first be not paid, or if it be where the Party to whom it is directed has so much Money or Effects in his Hands of the Drawer's as is required.

The Form of a Bill of Exchange, in Dutch; and may serve for Germany, altering the Place directed to.

Amsterdam adi 20th April, 1754.

Vor 200 l. Sterling.

OP. Ufo betaelt desen myn Ersten wisselbref Aen
Sr Jan G-ost order 2 hondrer pounden Sterlingt
valut-

144 *Of Bills of Exchange.*

valuata van Sr. R. D. stelt op myn Reconing, als per Advys.

London.

Erfamen, Sr. W, G.

Coopman

Pma Tot,

R. M.

A Bill of Exchange in Spanish.

Ibus Malaga 20th Apriele 1754.

A Son 132 l. 7 s. 6 d.

A Quarenta Dias vista Pagara U — M —
 Por Estama Tercera no Aniando Pagado por La
 Primera Y Segunda A la voluntad de Deigo P. ciento
 treynta Y dos Libras siete fúeldos Y seis peniques
 Esterelinus Valor A qui Recevida de Henrique D — ya
 su tiempto at al. Y M buen Pago Asentandolas Como
 aveso xpto conto das.

A Juan P.

q de Dios Londres.

Antonio de B.

A Bill of Exchange in Italian.

Adi 20 Aprili, 1754, I Venetia Dti 1000.

a d 54 per Dto.

A Ufo Pagale per qta P ma Di Cambio Alli S Srit
 de V. B. figli d Hamo (o) Chi ordineranno Dti
 mille a d Cinquanta quatro per Dto Valuta contmi B.
 ponete come vi S'a viso a dio

T. D.

Al Mag Sre R. W.

Pma in Londra.

(Th)

(The Assignment on the Backside, Thus :)

Et per noi Pagate il contenuto di questa senza Altra procura Al Sr. Gio—M—Cambiot con S. B. Francisco Hamburgo 20 April, 1754, P. F. de V. & figli.

Form of a Bill of Exchange in French.

A Paris 20 Juillet, 1754, per 450 l. a 52 d. St. per l.

A Double Usance payez per cest premiere de Change a Monsieur M. P. ou a son ordre Quatre Cents Vins a cinquante deux deniers Sterlins pour Escu Valleur receu d. Monsieur Francois, B. & Passez a Compte Soivant, L. Advis. per

Votre tres Humble Serviteur,

Monsieur G. R. Marchand
Pma à Londres.

G. H.

If there be an Assignment on the Backside, it runs in the following Words, viz,

Le contenu de ceste payez au Sr. H—H—ou
Ordre valeur de Sr. J—C—, Paris 20 d'
August 1754 P—M—

Thus having set down Forms, that with varying the Places, Dates, Sums and Names, as the Matter requires, may serve as an Instruction, especially to young Beginners, to draw Bills of Exchange, or receive them in the several Languages: It now remains that under this Head I lay down what is necessary to be observ'd, so far as relates to the prudent Management of this Particular.



Several very Necessary and Useful Observations to have Regard to in the prudent Management of Bills of Exchange, with special Cautions. The Form of a Protest: With the Distinction of Old and New Style: Also the Form of a Special Letter of Credit.

IN these Matters be careful to note in your Pocket-Book, or elsewhere, the Name of the Place where the Person dwells, who presents the Bill, and keep Copies of all such as are sent to get accepted, and make Directions of Bills on the Inside, for the following Reasons, *viz.*

1. That knowing the Abode of him to whom the Bill is presented, he may be the better excused, if he except against the second Bill from the same Hand, before the first be satisfied.

2. By taking Copies you may furnish yourself with the Going of Exchanges in all Places, on whom you are to call for your Money, and the Day it is due.

3. To make the Directions of Bills on the Inside will give more Space for the Assignment on the Backside.

4. Observe to present the Bill in due Time, that the Person who is to accept it, may order his Affairs accordingly.

5. If a Bill be protested after Acceptance, it does not in the least clear the Party that was faulty in Non-payment, but he is liable to pay the Charges, and exposed to an Action at Law, to which, before he was not liable.

nor is the Drawer cleared, but obliged to see the Bill satisfied.

6. A Hazard is run where the Bill is made payable to the Bearer ; for if it happen to be lost, the Finder, if not timely circumvented, may get it accepted, and receive the Money ; therefore it is much the safer Way, to make it payable to a certain Person, or his Order ; for if it be paid to a wrong Person, and the Bill received, he on whom it is drawn, is not liable to pay it again, unless a Fraud be proved.

7. A Bill of this Kind, is so authentick in itself, that it requires no Witness, nor any but he who receives it to be present at the Writing of it, or when it is accepted ; for if any Drawer, or Subscriber should be so unworthy, as to deny his Hand, it may be easily proved by comparing his Letters or Books of Account ; and if that be proved, his Credit is ruined.

8. If you receive an *Out-land* Bill, present it presently, and if not accepted, Protest, and send it back to the Drawer speedily, with the Protest, which will be for the Advantage of both : Twenty four Hours is the longest Time you are obliged to give any Merchant to consider whether he will accept or not ; and then you may protest, or in Courtesie give longer Time, and after Protest. Advice ought to be given to the Drawer by the first Post.

9. If a Bill be drawn on two Persons, and not to one of them, or either of them, but jointly, if one accept, and the other refuse, you must Protest, unless one will fully satisfy the Contents ; for otherwise you must not take a Part of it, unless you will be so satisfied for the Whole, the Protest making the Drawer liable to pay the rest.

10. If a Person be required to accept a Bill, and desires it may be left in his Hands, and does verbally accept it, though he afterwards refuses to subscribe it, yet such Acceptance is valid, and he may be sued ; but

148 *Of Bills of Exchange.*

not till the Money becomes due, nor must Protest be made before.

11. If any Person accept a Bill for Part, and not the Whole, alledging he has no more Money, or Effects in his Hands; the Person to whom the Money is payable, may receive the Part, and give an Acquittance for as much as he receives, but he must protest for Non-payment of the Remainder, and send away the Bill as soon as refused, to be accepted for the Whole, and so likewise in Sect. 9.

12. The Drawer is the Master of the Bill till it becomes due, and may countermand it by sending an Express to the Party who has accepted it, not to pay it, unless further Orders be given to him for that Purpose; but then this Order must be made and passed before a Notary Publick, and notified to the Party who has accepted the Bill; but if the Money be payed, it cannot be taken out of the Hands of the Receiver.

13. If at Usance, Double, Single, or Treble, a *Bill of Exchange* be made payable; that is, Length of Time according to the Quality of the Person, the Occasion or Difficulty of Passage, by reason of different Seasons, or Passage, this is as the Drawer pleases; but general Usance is accounted a Month from the Date, each Month, tho' different in Number of Days, being the Month required on such Occasion.

14. A Bill payable at a Day's Sight, is from the Day after it is accepted, otherwise Protest ought to be made. If an accepted Bill be lost, it will not bar the Payment, but may be sued for, as if in Being; nor is the Party who accepted it, obliged to pay a second Bill before the first is discharged, unless it be directed to the Party who lost the first, in Lieu of it.

15. An Accepted Bill may not be revoked, but must be either paid or protested; unless the Acceptor, and Party to whom the Bill is payable, do conclude some-
times on a longer Forbearance than the Bill specifies, or take it by Parcels; yet if the Honesty of the Acceptor
be

be mistrusted, the Presenter must nevertheless make Protest, or the acceptor may refuse farther Payment, and yet not lie liable to be sued.

16. If a Party be out of Town to whom a Bill is directed, and has left no Warrant of *Attorney* to empower his Wife or Servants to accept, and another, for the Drawer's Credit, will accept and pay it, Protest however must be made against the Party on whom it was drawn for Non-acceptance: For a Wife, or Servant cannot accept a Bill, unless so empower'd to do; or with the Husband, or Master's well approving they have usually done it, and he has well discharged them.

And note, That all Bills must be protested Three Days after they become due, it being hazardous to exceed, though *Sunday* be one, yet if they be expired, it's necessary to protest.

17. If a Man on whom a Bill is drawn, does live at a distant City, or Place of Exchange, from him who is to receive the Money, he must go himself, or send the Bill to some Friend to get it accepted, and if not accepted, Protest must be entred, if it be a Place of Exchange, if not, his Friend's Letter of such Refusal, may get it protested at *London*, tho' the Party lives at *York*; but if it be accepted, and made payable at *London*, you must there expect your Money, or enter Protest, when Due, for Non-payment.

18. If a Merchant accepts a Bill, and proves Non-solvent, or absconds, and absents himself from 'Change, &c. you must in such a Case, before the Bill becomes due, cause Demand to be made by a Notary, for better Security, and in Default, cause a Protest to be made, and by the next Post send away the Protest to the Drawer of the Bill, who must pay the Charges of such Protest; and all Protests must be made between Sunrise and Sun-set.

19. If a Protest be returned to the Drawer, and Indorsed, he must procure a substantial Man to underwrite it, and procure him to make speedy Payment,

with Costs and Re-exchange: But if the Protest be returned for want of Payment, and you have had Security on the Protest for Non-acceptance, or want of better Security, then upon the Receipt of the Protest, for Non-payment, you may only acquaint the Drawer, or Party who took up the Money, and stay the Proportion of the Time at which the Bill was made payable, to be accounted for, from the Time it became due, before you make a Demand of your principal Money, with the Re-change, and Charges of the Party, who drew the Bill, or his Security, which, pursuant to the Law of Merchants, they are obliged to satisfy either jointly or severally.

20. If you have an accepted Bill protested for want of Payment, keep the Bill by you, and send away the Protest, whereby you may recover the Money of the Drawer.

21. If a Bill be delivered to any one to accept, and he loses it, the Party who delivered it, must require an Instrument of Writing under the Hand and Seal of the Party who lost the Bill, for Payment of the Money at the Time specified in the said Bill, upon a second Bill, if it comes to Hand, or if not, upon the Note or Obligation itself: And if a Note, &c. be refused to be given, then you must enter Protest, and send it away: When upon the Bill so lost, the Money becomes due, then you must make Demand, and for want of Payment, protest a second Time, and send it away; or if you have a Note, and however it be not paid at the Time limited, you must protest upon the Bill of Exchange.

22. If you send a Bill to a Friend to get it accepted, though drawn upon no particular Person, but a Blank left to put in his Name that will accept it, it is good, according to the Law of Merchants.

23. If one Merchant draws a Bill upon another on the Account of a third Man, the Party on whom it is drawn, has Liberty to chuse whether he will accept it

or not, on the Account of a third Person, or on his own Account who drew it ; but then he must repair to a Publick Notary, and declare his Intent, and the Notary must make an Act in Form to be sent away to the Party whom it concerns, and must cause an Act to be made for Payment thereof, when it becomes due, declaring for the Honour of the Drawer, he will pay it, but upon no other Account ; then is the Drawer accountable to him for the Sum specified in the Bill.

24. If a Bill happen to be drawn upon a Merchant, who accepting it, for want of Money, or otherwise, fails to pay it when due, another for the Honour of the Drawer may pay the Bill ; yet against the Defaulter Protest must be entered, and sent away : And the surest Way in this Case is, To have a Receipt for the Discharge of the Bill written under the Protest, and to keep the accepted Bill as a Testimony against the Party who made the Default of Payment.

25. If a Bill be accepted, and the Party dies before the Money becomes due, when it does become due, you must go to the Place of his last Abode, and demand the Money of his Executors, and upon Refusal of Payment, protest as if the Person had been still living.

26. If it fall out, that a Party to whom a Bill is payable, die before it becomes due, though the Will be not proved, nor any Letters of Administration taken out, yet the Money when due, must be demanded, offering Security to save the Payer harmless from the Executors, or Administrators ; and if upon such Offer, Payment be refused, you must protest however for Non-payment.

27. If a Bill be drawn on a Person not to be found, Protest on that Bill must be made in due Form ; or when you go to get a Bill accepted, and no Person that can accept it be at home, after two or three Goings, you must protest, either for Non-acceptance, or Non-payment, either at his Dwelling-house, or Lodging, in his Absence on whom it is drawn ; which according to the
Law

Law of Merchants is sufficient, for it is requisite he should at seasonable Times attend his own Business.

28. If in a Bill the Figures and Words at length do not agree, then ought you to be guided by the Words at length, and not by the Figures; or if a Name be mended, or Words interlined, and the Bill accepted, tho' it is a very great Fault in the Drawer, yet it is no sufficient Ground for the Acceptor to refuse Payment; but, if he alledge it has been mended or interlined since he accepted it, he must prove it; which if he does, he may refuse Payment till a second Bill comes to Hand.

29. If a Bill come to any Party to get it accepted, and by Oversight it is not by Name directed to any Person, yet if the Party to whom it was intended, be mentioned in the Letter of Credit, it must be presented, in order to its being accepted; and if the Party, for want of his Name in the Bill, refuse to accept it, you must protest for the Drawer's Omission, and he is bound to pay the Charges.

If a Bill be made positively payable to any Person by Name, then there can be no Assignment, for it must be paid to none but the Party specified in the Bill, lest paying it to the wrong Party, you may be obliged to pay it again in your own Wrong.

30. If a Bill accepted be protested for Non-payment, yet the Drawer satisfying the Contents of the Bill, discharges it as to the Party on whom it was due; but the Party on whom it was drawn, must still stand engaged to the Drawer; and if a Bill be by one Person assigned to another, if the first Person be satisfied, the Bill is of no Effect, nor can it be recovered by Law.

31. *Note*, Bills payable at a fixed Day from any Place where the New Style is used (because the Old and New admit of Eleven Days difference) it must not be accounted one and the same Day of the Month: As for Example, If a Bill be dated payable the 10th of *April* Old Style, which is the 21st of *April* New Style; and for your better Remark, I shall set down the Countries and Places (almost all the World over) which make the Distinction.

* * * The

**** The following Note was to be observ'd before the Alteration of the Style, (which commenc'd in September 1752.) nevertheless it is continued to be Inserted in This EDITION as well as the Former, that the Curious Reader may refer thereto upon Occasion, and be able to give an Account what Countries and Places (almost All the World over) formerly Used the Old Style, and which the New Style.*

THOSE that kept the New Style, were Dordrecht, Harlem, Amsterdam, Leyden, Rotterdam, and all the United Provinces of Holland; as also Middleburg, Uliffengen in Zealand, Antwerp, Bruges, Dörnicks, Brussels, Ghent, Ryffel, Valentian, and all Brabant; Flanders, Artois, Bourdeaux, Lyons, Marseilles, Nantz, Paris, Rochel, Roan, and all France; Lisbon, St. Hiebes, Port à Port, and all Portugal; Alicant, Madrid, Bilboa, Cadix, and all Spain; Messina, Palermo in Sicily, Bars, Bergama, Bisanson, Bolognia, Florence, Leghorn, Genoa, and all Italy; Augsburg, Vienna, Lints, Crembs, and several ether Places in the German Empire; Bolzano in Tyrol; Brestone, and all Sylvesia, Cologn, Dantzick, Koningsburg, Thorne, and all Poland.

Those Countries and Places that continu'd the Old Style, were England, Scotland, Ireland, Archangel in Muscovy, Berlin, and all Brandenburg; Copenhagen, and all Denmark; Embden, and all East Friezland; Franchfort on the Main, Geneva, and the Protestant Cantons of Switzerland, Hamburg, and all Holstein; Lubeck, and all Mecklenburg; Lipsick, Noremburg, Magdeburg, and all Saxony; Riga, and all Liefland; Stockholm, and all Sweden; Stratsburg, and all Alsace, &c. All the Popish Electors of Germany, and Princes, observ'd the New; and all the Evangelical Electors and Princes continued the Old Style.

154 *Of Letters of Credit, &c.*

And now with the Form of a Protest so often mentioned, I shall close this very useful Head or Section.

Form of a Protest for Non-Payment of a Bill of Exchange, &c.

ON the 10th Day of *April* 1754, at the Request of Mr. G. C. Merchant, I R. W. Notary Publick, &c. do exhibit the Original *Bill of Exchange*, whereof a Copy is here above; Mr. L. K. at whose House the Bill is payable in *Leaden-ball-street, London*, demanding Payment of the Sum of One Thousand Crowns, therein mention'd, who answer'd, He would not pay the said Sum, for want of Provisions from the Acceptor; and therefore I the said Notary, did, and do solemnly protest, as well against the Drawers, and Acceptor, &c. for want of Payment, &c. in the Presence of J. G. and C. H. Witnesses.

* * * Note, That above this Protest must be fairly written, a True Copy of the Bill so protested.

Of Letters of Credit, their Force and Validity: With the Form of a Letter of Credit, &c.

LETTERS of Credit are of so great Use and Force, that they come next to Bills of Exchange, and have a great Value set upon them, as the Credit and Reputation of the Party who gives them stands in Estimation.

These Letters are of divers Kinds, passing between Merchants and Merchants, or Merchants and their Factors, as Letters of Commission for Buying and Selling, Letters of Advice, Letters of Freight, and Letters of Credit.

The latter of these here I intend to treat of, are properly such as are written to furnish Money by Exchange, upon the Credit of him that writes them; so that by the Virtue of the Letter, or Letters by him written, the Merchant, or Banker that writes the Letter or Letters, are bound as firmly as if they had given Bond to satisfy the Sum taken upon this Account, by Bill of Exchange, or otherwise.

These Letters are of Two Kinds, the one General, and the other Special, The

Of Letters of Credit, &c. 133

The first is, when a Merchant, or Banker, writes an open Letter to all Merchants or others, who shall furnish such and such Persons upon the Credit of his Letter, or Letters, wherein he binds himself, that what Sum or Sums of Money shall be delivered to such and such Parties therein named and specified, within such limited Time, at such and such Rates, or as the Exchange is current, he will pay the Bills of Exchange, or otherwise; and if any Party should refuse to pay Money receiv'd on his Letter of Credit, yet those Letters produc'd and prov'd to be his, are as good as his Hand and Seal, and as binding, in Law, to all Intents and Purposes.

As for the other Sort, *viz.* Special Letters of Credit. They are directed to particular Persons, and are of equal Force with those that are General, and altogether as binding in Law. As for the Forms of the General Letters of Credit, they are various, and suitable to the Occasion of the Writer; but the Form of the Special, or particular Letters of Credit, may run thus in all Cases, only altering the Name, Sum, and Date, as the Cause and Time require.

The Form of a Special Letter of Credit.

Laus Deo, in London, the 20th of April, 1754.

S I R,

MY last unto you was of the Tenth of *March*, wherein I writ to you what was needful in Answer to yours of the First of the same Month; this serves chiefly to desire you to furnish and pay unto Mr. R. C. an *English* Gentleman to the Value of Five hundred Dollars at one, or more Times, or Payments, according as he shall have Occasion, or desire the same of you; taking his Receipt, or Bill of Exchange for the Monies you shall furnish him with, and put it to my Account; and this my Letter of Credit shall be your sufficient Warrant for so doing.

*To Mr. R. S. Merchant,
at Amsterdam.*

Yours, G. C.

MATTERS

MATTERS *very Necessary for
all Persons to Know.*

THE Great Hundred, 112 lb.

A Gross, *or* 12 Dozen, 144 lb.

A Weigh of Cheese, 256 lb.

Feet in a Rod, 272.

A Dicker of Hides, *or* Skins, 10.

A Load of Timber, 50 Solid Feet.

A Hoghead of Wine, 63 Gallons.

A Barrel of Beer, 36 Gallons.

A Barrel of Ale, 32 Gallons.

A Roll of Vellum, *or* Parchment, 60 Skins.

A Ream of Paper, 20 Quire, *or* 480 Sheets.

A Tun of Wine, 252 Gallons.

An Acre of Land, 160 Perches,

A Rod of Land, 40 Perches.

A Pole, *or* Perch Square, of Land, 272
Feet $\frac{1}{4}$.

A Bale of Paper, 10 Reams.

A Pipe, *or* Butt, of Wine, 120 Gallons.

A Last of Corn, 10 Quarter, *or* 60 Bush.

A Ton of Iron, 20 Hundred Weight, *or*
2240 lb.

A Fodder of Lead, 19 $\frac{1}{2}$ Hundred, *or*
2184 lb.

A Tod of Wool, 28 lb.

A Sack, 364 lb.

A Last, 4368 lb.

Hours in a Day, 24.

Hours in a Year, 8760.

Days in the Year, 365.

Weeks in the Year, 52.

2

or

or

